**Board of Trustees Meeting Minutes**

**December 13, 2019**

**NPRC Administrative Offices – Warren, PA**

**10:00 a.m.**

**Attendees:**

**Present Present via Phone Administration/Staff Absent**

Mr. Robert Kaemmerer Mr. Hank LeMeur Dr. Joseph Nairn Mr. Kevin Sprong

Mr. Greg Mahon Mr. Andy Foyle Mr. Raymond Pring

Mr. Doug Morle y Mr. Dennis Wilke Mr. Rick Smith

Mrs. Amanda Hetrick Mrs. Susan Snelick Dr. Linda Fleming

Hon. Mary Jo White Ms. Mary Bula Ms. Ann Nelson

Dr. Richard McDowell

Mrs. Kate Brock

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| **Agenda Item** | **Discussion/Action** | **Follow-up Action Items** |
| **Call to Order** | Chairperson Brock called the meeting to order at  10:00 a.m. |  |
| **Roll Call** | Ms. Nelson completed roll call. A meeting quorum was in attendance. |  |
| **Public Comment** | Student Stories - Miss Ally Pavlock from Warren, PA spoke to the board of trustees about her experience as an NPRC student. |  |
| **New Business** | 1. Revised College Mission – Dr. Nairn reviewed the revised draft college mission which has been updated to more reflect the college’s purpose in the areas we serve. The word “underserved” has been omitted, since we have been serving the areas for two years.   Chairperson Brock asked for a motion to approve the updated college mission statement, Trustee Hetrick so moved, second by Trustee Kaemmerer. The motion passed unanimously. |  |
| **Standing Committees Reports and Recommended Actions** |  |  |
| Finance & Audit Committee |  |  |
| *Monthly Financial Reports & Financial Documents* | 1. Committee meeting minutes – were provided for the board’s information. 2. Mr. Pring reviewed the financial information ending October 31, 2019 and answered /clarified questions regarding the documents.   After review and discussion, Chairperson Brock asked for a motion to approve the financials ending 10.31.19. Trustee Morley so moved, second by Trustee White. The motion passed unanimously.   1. Spring/Summer 2020 Tuition Discussion – Mr. Pring began a conversation regarding changing the tuition for the upcoming semesters since the college is now independent. After much discussion, the board decided to keep the tuition at the previously approved amount. 2. Mr. Pring gave a brief update on facility locations in Erie as well as the fourth floor in Warren. |  |
| Executive Committee - Legislative Affairs |  |  |
| *Executive Committee* | Meeting minutes from the committee meeting were reviewed. |  |
| *Harrisburg Update* | Trustee Mahon gave a brief report on recent activities in Harrisburg. |  |
| Academic Affairs  Committee | No report. |  |
| Policy Development – Human Resources | No report. |  |
| College Advancement  Committee | No report. |  |
| PR and Marketing  Committee | Trustee Bula reported that the committee meets today to review the communications plan to be brought to the full board in January. |  |
| Nominating and  Board Development  Committee | No report. |  |
| **Task Force Committee Reports and recommended Actions** |  |  |
| Presidents Report | Dr. Nairn reviewed his report and asked for any questions or comments. |  |
| VPASA Report & Workforce Development Update | Dr. Fleming reviewed her report and the WFD update and asked for any questions or comments.  A value activity was shared with the board for their completion. |  |
| Advancement & Eng. Report | Mr. Smith reviewed his report and answered questions regarding the material. |  |
| **Executive Session** | Chairperson Brock asked for a motion to enter into executive session at 11:40 a.m. to discuss personnel and legal matters. Trustee Morley so moved, second by Trustee LeMeur.  The board came out of executive session at 12:10 p.m. |  |
| **Adjourn** | The meeting adjourned at 12:10 p.m. |  |

*Respectfully submitted by:* Ann M. Nelson

***Signature on File January 10, 2019***

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Hank LeMeur, Secretary of the Board Date