



**Board of Trustees Meeting Minutes
December 13, 2019
NPRC Administrative Offices – Warren, PA
10:00 a.m.**

Attendees:

Present

Mr. Robert Kaemmerer
Mr. Greg Mahon
Mr. Doug Morley
Mrs. Amanda Hetrick
Hon. Mary Jo White
Dr. Richard McDowell
Mrs. Kate Brock

Present via Phone

Mr. Hank LeMeur
Mr. Andy Foyle
Mr. Dennis Wilke
Mrs. Susan Snelick
Ms. Mary Bula

Administration/Staff

Dr. Joseph Nairn
Mr. Raymond Pring
Mr. Rick Smith
Dr. Linda Fleming
Ms. Ann Nelson

Absent

Mr. Kevin Sprong

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	<p>A. 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.</p> <p>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.</p>	



Standing Committees Reports and Recommended Actions		
<u>Finance & Audit Committee</u>		
<i>Monthly Financial Reports & Financial Documents</i>	<p>A. Committee meeting minutes – were provided for the board’s information.</p> <p>B. Mr. Pring reviewed the financial information ending October 31, 2019 and answered /clarified questions regarding the documents.</p> <p>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.</p> <p>C. 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.</p> <p>D. Mr. Pring gave a brief update on facility locations in Erie as well as the fourth floor in Warren.</p>	
<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting minutes from the committee meeting were reviewed.	
<i>Harrisburg Update</i>	Trustee Mahon gave a brief report on recent activities in Harrisburg.	
<u>Academic Affairs Committee</u>	No report.	
<u>Policy Development – Human Resources</u>	No report.	
<u>College Advancement Committee</u>	No report.	



<u>PR and Marketing Committee</u>	Trustee Bula reported that the committee meets today to review the communications plan to be brought to the full board in January.	
<u>Nominating and Board Development Committee</u>	No report.	
Task Force Committee Reports and recommended Actions		
<u>Presidents Report</u>	Dr. Nairn reviewed his report and asked for any questions or comments.	
<u>VPASA Report & Workforce Development Update</u>	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.	
<u>Advancement & Eng. Report</u>	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

Hank LeMeur, Secretary of the Board

Date