



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

**Board of Trustees Meeting Minutes  
January 18, 2019  
NPRC Administrative Offices – Warren, PA  
10:00 a.m.**

**Attendees:**

**Present**

Mr. Ed Pitchford  
Mr. Doug Morley  
Mrs. Amanda Hetrick  
Mr. Kevin Sprong  
Mr. Hank LeMeur  
Mr. Dennis Wilke  
Ms. Mary Bula  
Mrs. Kate Brock  
Mr. Greg Mahon

**Present via Phone**

Mrs. Mary Jo White  
Dr. Richard McDowell  
Mr. Robert Kaemmerer  
Mrs. Susan Snelick

**Administration/Staff**

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

**Absent**

Mr. Andy Foyle  
Mr. Kevin Sprong

Agenda Item	Discussion/Action	Follow-up Action Items
<b>Call to Order</b>	Trustee Brock called the meeting to order at 10:03 a.m.	No follow-up action required.
<b>Roll Call</b>	Ms. Petrosky completed roll call.	No follow-up action required.
<b>Approval of Minutes</b>	Minutes for December 2018 were provided prior to the meeting.  Motion to approve minutes was made by Trustee Morley, second by Trustee Wilke. The minutes were approved unanimously.	No follow-up action required.
<b>Standing Committees Reports and Recommended Actions</b>		
<u>Finance and Audit Committee</u>		
<i>Monthly Financial Reports as of 11/30</i>	Mr. Pring reviewed the November financial statements provided in the January Meeting Book. Discussion occurred. Motion requested to approve documents.  Motion made by Trustee Pitchford, second by Trustee Morley. Motion passed unanimously.	No follow-up action required.



<i>Final Audit and 990 Document</i>	<p>New form was included with tax documents to solicit funds in Pennsylvania in response to discussions regarding fundraising and a foundation. Filing the form is \$100. Mr. Pring is requesting approval of this spend to file this document in addition to approval of the final audit and 990.</p> <p>Motion requested to approve the Audit, 990, and fund solicitation in PA documents. Motion made by Trustee LeMeur, second by Trustee Hetrick. Motion passed unanimously.</p>	
<u>Executive Committee - Legislative Affairs</u>		
<i>Harrisburg Update</i>	<p>No update. Budget address is the first or second week in February and no intel as to how that will go.</p> <p>Duane, Joe, and Kate were invited to the Inauguration of Governor Wolf by Julie Slomski. Met with a lot of people and sought out folks that helped in the passing of the 2013-2014 legislation. Joe, Kate, and Duane also met with Senator Aument who is the new chairman of the PA Senate Education Committee. He gave them about an hour and a half of his time. They educated him on our operations and drew a connection to Thaddeus Stevens College as more of a different type of college, not residential, etc. Trustee Brock left the meeting feeling good about the conversation. No action.</p>	No follow-up action required.
<i>2019 Committee Make-up</i>	<p>Committee list was added as part of the board packet. No immediate action was requested.</p>	Committee chairs are to create charter and goals of the committee within 30-60 days.
<u>Policy Development – Human Resources</u>	<p>NPRC-2400 College Employee Holidays –Added section 5.5 about employee holiday work in response to last month’s comments and approval pending this change. No action.</p> <p>NPRC-2401 PTO – PTO is middle of the road for our employees, but not as generous as other institutions. Adjustments were made this morning to this policy to have PTO time separated into 3 employee categories – &lt;1, 1-5 year, 5+ years with the college. Carry over is permitted and limited, payout for accumulated time will not occur.</p>	



	<p>NPRC-2502 Harassment and Sexual Harassment – no additional comments.</p> <p>Policies NPRC-2401 and NPRC-2502 came by recommendation from the Policy Development committee chair Trustee Brock, second by Trustee Morley. Policies passed unanimously.</p> <p>Adoption of a consent agenda was proposed to put items out to the board a week ahead of time. Motion was requested to approve the use of a consent agenda. Motion made by Trustee Bula, second by Trustee Hetrick. Motion approved unanimously.</p>	<p>NPRC-1115 will be prepared outlining the use of a consent agenda.</p>
<b>Task Force Committee Reports and recommended Actions</b>		
<u>Presidents Report</u>	<p>Report included in packet.</p> <p>No action.</p>	<p>No follow-up action required.</p>
<u>VPASA Report</u>	<p>Report included in packet.</p> <p>No action.</p>	<p>No follow-up action required.</p>
<b>Operational update on Gannon Program and Workforce Development</b>		
<u>Workforce Development Update</u>	<p>Dr Jackson's reports were included in packet.</p> <p>Trustee Bula spoke to already developed curriculum for EMT programs in Erie, so we don't have to reinvent the wheel.</p> <p>No action.</p>	<p>Dr. Jackson and Trustee Bula will have a conversation regarding a partnership with Emery-care to prevent reinventing the wheel when developing curriculum.</p>
<u>Erie Advisory Group Update</u>	<p>No action.</p>	<p>Will follow-up with this group within the next six weeks.</p>
<b>New Business</b>	<p>Open House – Next Wednesday, January 23.</p> <p>Fourth floor – NPRC has the right of first refusal. Mr. Pring wanted to give the board this notice because it may come up in conversations at the open house. We do have the right of first refusal, there is a discussion happening, but it is not a done deal. Mr. Pring will be coming to the Board to discuss it in February. It is also clarified that we did not receive the state grant for the</p>	<p>No-follow-up action required.</p>



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	5 <sup>th</sup> floor build out. It was awarded to WCCBI who owns the PNC building.  No action.	
<b>Adjourn</b>	Trustee Brock adjourned the meeting at 11:59 a.m.	No follow-up action required.

*Respectfully submitted by:*

Abigail Petrosky

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Hank LeMeur, Secretary of the Board

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Date