



**Board of Trustees Meeting Minutes  
April 12, 2019  
NPRC Administrative Offices – Warren, PA  
10:00 a.m.**

**Attendees:**

**Present**

Mr. Andy Foyle  
Mrs. Kate Brock  
Mr. Doug Morley  
Mrs. Amanda Hetrick  
Mr. Greg Mahon  
Ms. Mary Bula  
Mr. Hank LeMeur

**Present via Phone**

Mr. Robert Kaemmerer  
Mrs. Susan Snelick  
Mr. Dennis Wilke

**Administration/Staff**

Dr. Joseph Nairn  
Mr. Raymond Pring  
Mr. Duane Vicini  
Dr. Debra Teachman  
Ms. Kelsey Kirkpatrick  
Ms. Ann Nelson  
Ms. Mindy Saunders

**Absent**

Mr. Kevin Sprong  
Dr. Richard McDowell  
Mr. Ed Pitchford  
Hon. Mary Jo White

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-up Action Items</b>
<b>Call to Order</b>	Chairperson Brock called the meeting to order at 10:00 a.m.	
<b>Roll Call</b>	Ms. Nelson completed roll call.	
<b>Approval of Minutes</b>	Minutes for March 15, 2019 were provided prior to the meeting.  Motion to approve minutes was made by Trustee Morley, second by Trustee LeMeur. The motion was passed unanimously.	
<b>Public Comment</b>	Chairperson Brock explained that the Public Comment section will continue on future agendas to comply with the PA Sunshine Act.	
<b>Consent Agenda</b>	Chairperson Brock asked for a motion to approve the following 19 policies that made-up the Consent Agenda that was shared with the board on April 5:  NPRC 3035 Course Syllabus Adoption and Use NPRC 3045 Course and Class Cancellation NPRC 3205 Nondiscrimination	



	<p>NPRC 3210 Student Rights and Responsibilities          NPRC 3225 Academic Code of Conduct for Students          NPRC 3240 Academic Right of Privacy (FERPA)          NPRC 3250 Graduation Requirements          NPRC 3260 Student Grievance and Complaint          NPRC 3315 Professional Development for Faculty          NPRC 3320 Faculty Expectations and Workload Requirements          NPRC 8000 Financial Aid          NPRC 1100 Whistleblower          NPRC 1105 Conflict of Interest Non-Employee          NPRC 2506 Employee Performance Development          NPRC 5016 Laptop Use          NPRC 5017 Email Management          NPRC 1125 Records Retention Policy          NPRC 5010 Security of Information Technology          NPRC 9005 Clery Act Compliance</p> <p>Trustee Bula so moved, Trustee Morley second. The motion was passed unanimously.</p>	
<b>Standing Committees Reports and Recommended Actions</b>		
<u>Finance &amp; Audit Committee</u>		
<i>Monthly Financial Reports as of 2/28</i>	<p>Financial documents were included in the meeting materials. Mr. Pring reviewed and discussion ensued.</p> <p>A request was made to include a five-year capital projection. Mr. Pring will bring a draft to the Finance and Audit Committee in May, and the full board in June.</p> <p>Motion was made by Trustee Foyle to accept the financial statements from February, second by Trustee Morley. The motion was passed unanimously</p>	<p>Mr. Pring will bring a draft five-year capital projection to the Finance and Audit Committee in May, and the full board in June.</p>
<i>Budget</i>	<p>A draft operating budget for 2019/20 was presented for approval. Board members discussed and Mr. Pring answered questions and made clarifications regarding the document.</p>	<p>A Certification of Secretary document for the passing of the operating budget will be signed by Trustee LeMeur.</p>



	Motion was made by Trustee Mahon to approve the 2019/20 operating budget as presented, second by Trustee Bula. The motion was passed unanimously	
<u>Executive Committee - Legislative Affairs</u>		
<i>Harrisburg Update</i>	Trustee Mahon reported on the many meetings that have transpired over the past month for Senator Scarnatti and how they relate to the NPRC.	
<u>Academic Affairs Committee</u>		
<i>Policy Update</i>	Dr. Teachman thanked the staff, committee and board for their efforts in getting the necessary policies developed and approved for the May 1 submission deadline to PDE.	
<u>Policy Development – Human Resources</u>	No report.	
<i>Policy Update</i>	<p>There are five HR related policies remaining that will need board approval prior to submission to PDE on May 1. An email vote of the board will be utilized for these policies.</p> <p>Two Policies in draft form were shared with the board for discussion purposes: NPRC 1020 Right To Know NPRC 1025 – PA Sunshine Act</p> <p>As the two policies were discussed, the board decided that they were ready to vote.</p> <p>Chairperson Brock asked for a motion to approve NPRC 1020 Right to Know policy.</p> <p>Trustee Foyle so moved, Trustee Morley second. The motion was passed unanimously.</p> <p>Chairperson Brock asked for a motion to approve NPRC 1025 Pa Sunshine Act policy.</p>	Five remaining policies will be voted on via email for board approval to PDE by the May 1 submission deadline.



	Trustee Hetrick so moved, Trustee LeMeur second. The motion was passed unanimously.	
<u>College Advancement Committee</u>	The committee will be meeting soon.	
<u>PR and Marketing Committee</u>	Trustee Bula reported that the committee had its initial meeting on March 20 and set future meetings, goals, and reviewed a draft communication plan that will be revised and implemented.	
<u>Nominating and Board Development Committee</u>	No report.	
<b>Task Force Committee Reports and recommended Actions</b>		
<u>Presidents Report</u>	Dr. Nairn reviewed his report and asked for any questions or comments.	
<u>VPASA Report</u>	Dr. Teachman reviewed her report and asked for any questions or comments.	
<u>Facilities</u>	<p>PNC Fourth Floor expansion – Mr. Pring asked for approval to proceed in pursuing the acquirement of the fourth floor of the PNC Bank building to accommodate the growing need for office space at the college. An amendment to the current lease of the fifth floor will be required for expansion.</p> <p>Chairperson Brock asked for a motion to approve the amendment of the lease and to pursue the expansion to the fourth floor.</p> <p>Trustee Foyle so moved, Trustee Bula second. The motion was passed unanimously.</p>	Mr. Pring will pursue amending the current 5 <sup>th</sup> floor lease to include the 4 <sup>th</sup> floor for additional office space.
<b>Operational update on Gannon Program and Workforce Development</b>		



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<u>Workforce Development Update</u>	Mr. Vicini briefly reviewed each update included in the board packet.	
<u>Erie County Community College Update</u>	Meetings have been progressing and positive.	
<u>Gannon Transition Update</u>	The college continues to have a great relationship with Gannon as we strive to become independent.	
<b>Chair Report</b>	No report.	
<b>New Business</b>	Draft BOT Committee Charges – Due to the lateness of the meeting, Dr. Nairn requested that this topic be placed on the May meeting agenda.	Draft Committee Charges moved to the May meeting agenda.
<b>Adjourn</b>	The meeting adjourned at 12:20pm.	

*Respectfully submitted by: Ann M. Nelson*

***Signature on file***

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Hank LeMeur, Secretary of the Board

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Date