



**Board of Trustees Meeting Minutes
August 9, 2019
NPRC Administrative Offices – Warren, PA
10:00 a.m.**

Attendees:

Present	Present via Phone	Administration/Staff	Absent
Mr. Robert Kaemmerer	Hon. Mary Jo White	Dr. Joseph Nairn	
Mr. Hank LeMeur	Mr. Ed Pitchford	Mr. Raymond Pring	
Mr. Doug Morley	Mr. Dennis Wilke	Mr. Duane Vicini	
Mrs. Amanda Hetrick	Mr. Kevin Sprong	Dr. Debra Teachman	
Mrs. Susan Snelick		Ms. Ann Nelson	
Ms. Mary Bula		Ms. Linda Fleming, consultant	
Dr. Richard McDowell			
Mrs. Kate Brock			
Mr. Greg Mahon			
Mr. Andy Foyle			

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock called the meeting to order at 10:05 a.m.	
Roll Call	Ms. Nelson completed roll call. A meeting quorum was in attendance.	
Approval of Minutes	Minutes for June 14, 2019 were provided prior to the meeting. Motion to approve minutes was made by Trustee Bula, second by Trustee Morley. The motion was passed unanimously.	
Public Comment	No comments	
Consent Agenda	Chairperson Brock asked for a motion to approve the following ten policies that made-up the Consent Agenda that was shared with the board on August 2: NPRC 2001 – Affirmative Action NPRC 2003 – Equal Employment Opportunity	



	<p>NPRC 2005 – Nepotism and Personal Relationships in the Workplace NPRC 2006 – Employment at Will NPRC 2101 – Drug and Alcohol Abuse, Substance Abuse NPRC 2103 – Corrective Action NPRC 2105 – Resignation and Termination of Employment NPRC 2017 – Obligation to Report Harassment NPRC 2110 = Code of Conduct NPRC 2903 – Conflict of Interest</p> <p>Motion was made by Trustee Foyle to approve the Consent Agenda, second by Trustee Hetrick. The motion was passed unanimously.</p>	
<p>New Business</p>	<p>Official College Seal – Official use of the college seal had been previously approved, with one request – it was requested that the seal be modified to include a Tall Ship to more represent the entire service area. The seal, including the tall ship was presented for approval.</p> <p>Motion was made by Trustee Hetrick to approve the Official College Seal as presented, second by Trustee Foyle. The motion was passed unanimously.</p> <p>The Center for Rural Pennsylvania – the college has been invited to join the center and appoint a nominee to their board of directors. The board discussed and agreed their nominee would be President Nairn.</p> <p>Motion was made by Trustee White to approve nominee President Nairn to the Center for Rural PA Board of Directors, second by Trustee Sprong. The motion was passed unanimously.</p>	
<p>Standing Committees Reports and Recommended Actions</p>		
<p><u>Finance & Audit Committee</u></p>		



<p><i>Monthly Financial Reports as of 6/30/19 & Financial Documents</i></p>	<p>Financial documents were included in the meeting materials. Mr. Pring reviewed and discussion ensued.</p> <p>Motion was made by Trustee LeMeur to accept the financial statements, second by Trustee Foyle. The motion was passed unanimously.</p>	
<p><u>Executive Committee - Legislative Affairs</u></p>		
<p><i>Executive Committee</i></p>	<p>Meeting Minutes were reviewed.</p> <p>Chairperson Brock thanked members for submitting their responses for the president’s evaluation. Results will be shared with him at a later date.</p>	
<p><i>Harrisburg Update</i></p>	<p>Trustee Mahon reported that the first draft of the PA budget lists NPRC as its own line item, under PDE.</p>	
<p><u>Academic Affairs Committee</u></p>	<p>Early Childhood Education Curriculum – Dr. Teachman reviewed the information shared by the Academic Affairs Committee with the board. She explained that since the committee did not have a quorum at their last meeting, the board would need to approve the curriculum to continue to proceed with independence.</p> <p>Motion was made by Trustee Snelick to approve the Early Childhood Education Curriculum, second by Trustee Hetrick. The motion was passed unanimously.</p>	
<p><u>Policy Development – Human Resources</u></p>	<p>Several more Human Resource policies are in development and will be shared for approval at an upcoming meeting.</p>	
<p><u>College Advancement Committee</u></p>	<p>President Nairn reviewed the committee meeting minutes and the information included regarding the establishment of a Foundation to support the college.</p> <p>The board discussed and reviewed the different options and agreed to the establishment of an NPRC Foundation to support the college.</p>	



	Motion made by Trustee Pitchford to establish an NPRC Foundation, second by Trustee Foyle. The motion was passed unanimously.	
<u>PR and Marketing Committee</u>	Trustee Bula reviewed the previous meeting minutes of the committee and reported on the committee's progress in building a communication plan.	
<u>Nominating and Board Development Committee</u>	<p>Chairperson Brock reported the committee met earlier to discuss possible candidate options for the anticipated board seat vacancies.</p> <p>The committee is also beginning to plan for the BOT Annual meeting and retreat that will take place on November 7 & 8, 2019. Details will be shared as they develop.</p> <p>The committee is also developing a Board Self-Assessment Survey tool to be shared soon.</p>	
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</u>	Dr. Teachman reviewed her report and asked for any questions or comments.	
Operational update on Gannon Program and Workforce Development		
<u>Workforce Development Update</u>	<p>Mr. Vicini briefly reviewed each update included in the board packet.</p> <p>Strategic Plan Update – Revised statement of work – Mr. Vicini reviewed the statement for work and asked for any questions or concerns. Being none, the board unanimously approved the use of the Carpino Group to update the Plan.</p> <p>Motion made by Trustee LeMeur to approve the Strategic Plan Update, second by Trustee Hetrick. The motion was passed unanimously.</p>	



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<u>Gannon Transition Update</u>	The college continues to have a great relationship with Gannon as we strive to become independent.	
Adjourn	The meeting adjourned at 12:20 p.m.	

Respectfully submitted by: Ann M. Nelson

Signature on file

Hank LeMeur, Secretary of the Board

Date