



**Board of Trustees Meeting Minutes  
June 14, 2019  
NPRC Administrative Offices – Warren, PA  
10:00 a.m.**

**Attendees:**

**Present**

Mr. Robert Kaemmerer  
Mr. Hank LeMeur  
Mr. Doug Morley  
Mrs. Amanda Hetrick  
Mrs. Susan Snelick  
Ms. Mary Bula  
Dr. Richard McDowell

**Present via Phone**

Mrs. Kate Brock  
Mr. Greg Mahon  
Mr. Dennis Wilke  
Mr. Kevin Sprong

**Administration/Staff**

Dr. Joseph Nairn  
Mr. Raymond Pring  
Mr. Duane Vicini  
Dr. Debra Teachman  
Ms. Ann Nelson  
Ms. Linda Fleming, consultant

**Absent**

Mr. Andy Foyle  
Hon. Mary Jo White  
Mr. Ed Pitchford

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-up Action Items</b>
<b>Call to Order</b>	Vice-Chairperson Hetrick called the meeting to order at 10:00 a.m.	
<b>Roll Call</b>	Ms. Nelson completed roll call. A meeting quorum was in attendance.	
<b>Approval of Minutes</b>	Minutes for May 10, 2019 were provided prior to the meeting.  Motion to approve minutes was made by Trustee Morley, second by Trustee Snelick. The motion was passed unanimously.	
<b>Public Comment</b>	No comments	
<b>New Business</b>	Recently hired employees were introduced to the Board: Lori Swick, Financial Services Specialist and Ben Blood, English faculty. Linda Fleming, College consultant was also introduced. The board welcomed all to the NPRC family.	



	<p><b>A. Committee Charges</b> – The board reviewed the final BOT Committee Charge document as presented.</p> <p>A Motion to approve the document was made by Trustee McDowell, second by Trustee LeMeur. The motion was passed unanimously.</p> <p><b>A. Fiscal Year 19/20 Holiday Approval</b> This document was shared with the trustees for their approval. The holidays have already been approved in NPRC Policy 2400: Employee College Holidays, but Trustees will see this for approval on an annual basis to align with the college’s fiscal year.</p> <p>Motion was made by Trustee LeMeur to approve the 2019/2020 fiscal year college holidays, second by Trustee Snelick. 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 4/30/19 &amp; Financial Documents</i>	<p>Financial documents were included in the meeting materials. Mr. Pring reviewed and discussion ensued.</p> <p>Motion was made by Trustee Morley to accept the financial statements ending April 30, 2019, second by Trustee Bula. The motion was passed unanimously.</p>	
<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting Minutes were reviewed.	
<i>Harrisburg Update</i>	Trustee Mahon reported that the first draft of the PA budget lists NPRC as its own line item, under PDE.	
<u>Academic Affairs Committee</u>	Dr. Teachman reviewed the Academic Affairs Committee meeting minutes included in the Board packet.	



	Dr. Teachman noted that the Committee Charge approved earlier today will need to be amended to include a non-credit charge.	Dr. Teachman will follow-up with verbiage for the non-credit side statement to be included in the Academic Affairs Committee Charge.
<u>Policy Development – Human Resources</u>	Several Human Resource policies are in development and will be shared for approval at an upcoming meeting.  Mr. Pring thanked consultant, Linda Fleming for all her hard work in the development of these policies.	
<u>College Advancement Committee</u>	President Nairn reviewed the committee meeting minutes and the information included regarding the establishment of a Foundation to support the college.  Much more research needs to be done, and he will plan to report back to the committee and full board at their August meetings.	
<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 by July 1. Unfortunately, due to meeting schedules, this date is not obtainable. The committee will meet and a new date will be established for the Plan and she will report back to the board at the next meeting.	
<u>Nominating and Board Development Committee</u>	Chairperson Brock reported the committee met earlier to discuss possible candidate options for the anticipated board seat vacancies.  The committee is also developing a Board Self-Assessment Survey tool to be shared at the August meeting.	
<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.  Dr. Teachman reviewed the Summer Enrollment Report that was provided to the Board.	



<b>Operational update on Gannon Program and Workforce Development</b>		
<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 are positive. The NPRC Erie Team continues to work with Erie County in the development of an MOA.	
<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>	<p>Chairperson Brock thanked the board, the committees and the staff for their efforts in obtaining the achievement of degree granting status through PDE.</p> <p>Chairperson Brock noted that the Executive Committee will be performing the president's annual evaluation between now and August and to watch for an on-line survey to complete.</p>	President's Annual Evaluation discussion to be placed on August BOT Agenda in Executive Session.
<b>Adjourn</b>	The meeting adjourned at 11:50 a.m.	

*Respectfully submitted by:* Ann M. Nelson

***Signature on file***

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Hank LeMeur, Secretary of the Board

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Date