



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

Attendees:

Present

Mr. Andy Foyle
Mrs. Kate Brock
Mr. Doug Morley
Mrs. Amanda Hetrick
Hon. Mary Jo White
Ms. Mary Bula
Mr. Kevin Sprong
Dr. Richard McDowell

Present via Phone

Mr. Ed Pitchford
Mr. Hank LeMeur
Mr. Dennis Wilke

Administration/Staff

Dr. Joseph Nairn
Mr. Raymond Pring
Mr. Duane Vicini
Dr. Debra Teachman
Ms. Ann Nelson
Guest: Abigail Petrosky for one item

Absent

Mr. Greg Mahon
Mr. Robert Kaemmerer
Mrs. Susan Snelick

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.	
Approval of Minutes	Minutes for April 12, 2019 were provided prior to the meeting. Motion to approve minutes was made by Trustee Hetrick, second by Trustee Foyle. The motion was passed unanimously.	
Public Comment	No comments	
New Business	A. Meltwater Presentation – Abigail Petrosky demonstrated the new Meltwater software recently purchased by the college. The presentation included the software capabilities and how the Public Relations & Marketing department plans to use it.	



	<p>B. Committee Charges – President Nairn reviewed the draft Committee Charges document with the board and asked that members refer any changes or suggestions to Ann Nelson for inclusion into a final document to be presented at the June 14 board meeting.</p> <p>C. Official College Seal – President Nairn presented the college seal that was used for Inaugural purposes, but was never approved to be the official seal of the college. Discussion ensued regarding the seal, and all members decided that replacing the Bear with a Tall Ship would better represent the college and its service areas.</p> <p>Motion was made by Trustee McDowell to approve the use of the seal as the official college seal with the one modification, second by Trustee Bula. 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 3/31 & 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 Morley to accept the financial statements ending March 31, second by Trustee Foyle. The motion was passed unanimously</p>	<p>Trustee members asked that Mr. Pring include a Salary Breakout in the budget documents beginning in June or July.</p>
<p><i>Proposed Tuition Rates & Fees 2019/20</i></p>	<p>Proposed Tuition Rates & Fees for 2019/20 were presented for approval. Dr. Nairn noted that there was no increase from the previous year and the rates & fees are for academic classes only. Board members discussed and Mr. Pring answered questions and made clarifications regarding the document.</p> <p>Motion was made by Trustee Sprong to approve the 2019/20 Tuition Rates & Fees as presented, second by Trustee Hetrick. The motion was passed unanimously.</p>	<p>A Certification of Secretary document approving the 2019/20 Tuition Rates & Fess will be signed by Trustee LeMeur.</p>



<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting Minutes were reviewed.	
<i>Harrisburg Update</i>	No report.	
<u>Academic Affairs Committee</u>	<p>Dr. Teachman reported that since all information, including academic policies had been submitted to PDE for approval, the Academic Affairs Committee would begin meeting on a regular basis in person or via phone.</p> <p>Minutes from previous committee emails approving policies are being compiled and formatted and will be shared soon.</p>	
<u>Policy Development – Human Resources</u>	Conflict of Interest Policy/Statement for non-employees – this Policy was previously approved, and board members were asked to complete and sign the Statement and return to Ann Nelson.	
<u>College Advancement Committee</u>	Trustee Pitchford and President Nairn reported on the first meeting of the Advancement committee and its future plans. Regular meetings will be scheduled and minutes will be included on future board meeting agendas.	
<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. She also encouraged all Board members to follow the college on social media.	
<u>Nominating and Board Development Committee</u>	<p>Expiring Board Terms – the committee approached five trustees regarding their intent to continue on as their terms are up in December 2019. All indicated they would like to continue serving the college in their current capacities. This item will be placed on the Annual Meeting Agenda.</p> <p>Chairperson Brock notified the board that Trustee Pitchford had submitted his intent to resign from the board effective December 31, 2019.</p> <p>Draft Board Monthly Agenda Calendar – members reviewed the draft calendar and discussed the frequency of board meetings. Discussion ensued regarding the</p>	<p>This item will be placed on the Annual Meeting Agenda.</p> <p>This item will be placed on the Annual Meeting Agenda.</p>



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	possibility of changing to a six-month or quarterly meeting model. This topic will be placed as an item on the Annual Meeting Agenda for further discussion.	
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>	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. Duane asked that trustees notify him of any suggestions of members for the Regional Advisory Goup and the Erie Advisory Committee that will soon be forming.	
<u>Gannon Transition Update</u>	The college continues to have a great relationship with Gannon as we strive to become independent.	
Chair Report	Chairperson Brock shared recent meeting updates re: Erie County.	
Adjourn	The meeting adjourned at 12:05pm.	

Respectfully submitted by: Ann M. Nelson

Signature on file

Hank LeMeur, Secretary of the Board

Date