



**Board of Trustees Meeting Minutes
October 11, 2019
NPRC Administrative Offices – Warren, PA
10:00 a.m.**

Attendees:

Present

Mr. Robert Kaemmerer
Mr. Hank LeMeur
Mr. Doug Morley
Mrs. Amanda Hetrick
Mr. Dennis Wilke
Mr. Andy Foyle
Dr. Richard McDowell
Ms. Mary Bula

Present via Phone

Hon. Mary Jo White
Mr. Greg Mahon

Administration/Staff

Dr. Joseph Nairn
Mr. Raymond Pring
Mr. Rick Smith
Ms. Linda Fleming
Ms. Ann Nelson

Absent

Mrs. Kate Brock
Mrs. Susan Snelick
Mr. Kevin Sprong

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Vice-Chairperson Hetrick called the meeting to order at 10:00 a.m.	
Roll Call	Ms. Nelson completed roll call. A meeting quorum was in attendance.	
Approval of Minutes	Minutes for September 13, 2019 were provided prior to the meeting. Motion to approve minutes was made by Trustee Morley, second by Trustee Foyle. The motion was passed unanimously.	
Public Comment	No comments	
New Business	A. Strategic Plan Update – Dr. Fleming reviewed the Strategic Objectives for 2020/2021 with the board. The board was asked to let her know any questions or concerns as this	Strategic Objectives for 2020/2021 to 11.8.19 BOT agenda



	<p>document will be presented for approval at the November 8 BOT meeting.</p> <p>B. Erie Advisory Committee Update – Trustees Bula and Foyle updated the board on where the committee stands and next steps.</p>	
Standing Committees Reports and Recommended Actions		
<u>Finance & Audit Committee</u>		
<i>Monthly Financial Reports & Financial Documents</i>	<p>A. Committee meeting minutes – were provided for the board’s information.</p> <p>B. Mr. Pring reviewed the financial information provided and answered /clarified questions regarding the documents.</p> <p>C. Financials - There was an unforeseen error loading the financial statements for approval last month and the following statements are being presented for approval this month: June, July and August 2019.</p> <p>After review and discussion, Vice-chair Hetrick asked for a motion to approve all of the above. Trustee Wilke so moved, second by Trustee LeMeur. The motion was passed unanimously.</p> <p>D. Facilities Update – Mr. Pring shared pictures of the St. Benedicts facility in Erie as a possible site for offices/classes. Pictures of the progress of the PNC Fourth floor construction were shared as well. The college hopes to occupy the space in April, 2020.</p>	
<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting minutes from the committee meeting were reviewed.	



<u>Harrisburg Update</u>	Trustee Mahon gave a brief report on recent activities in Harrisburg.	
<u>Academic Affairs Committee</u>	No report.	
<u>Policy Development – Human Resources</u>	No report.	
<u>College Advancement Committee</u>	No report.	
<u>PR and Marketing Committee</u>	VP Smith presented the NPRC – 1500 Media Relations Policy for review and approval. After much discussion, the Policy did not pass as presented, changes were suggested, it will be brought back to the committee and will be presented at the November 8, 2019 BOT meeting for approval.	NPRC – 1500 Media Relations Policy to 11.8.19 BOT meeting agenda
<u>Nominating and Board Development Committee</u>	A. Meeting minutes from the committee meeting were shared. B. Annual Meeting – Vice-Chair Hetrick reviewed the agenda for the annual meeting/retreat – November 7 & 8, 2019 in St. Mary’s PA and asked for any suggestions before the agenda is finalized.	
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. Fleming reviewed her report and asked for any questions or comments.	
<u>Advancement & Eng. Report</u>	Mr. Smith reviewed his report and answered questions regarding the material.	
Operational update on Gannon Program and Workforce Development		
<u>Workforce Development Update</u>	Dr. Fleming briefly reviewed the update included in the board packet.	
<u>Gannon Transition Update</u>	The college continues to have a great relationship with Gannon as we strive to become independent.	



**NORTHERN
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Executive Session	Vice-Chairperson Hetrick asked for a motion to enter into executive session at 11:45am to discuss personnel matters and review the president's goals. Trustee LeMeur so moved, second by Trustee Bula. The board came out of executive session at 11:55 a.m.	
Adjourn	The meeting adjourned at 12:00 p.m.	

Respectfully submitted by: Ann M. Nelson

Signature on File

October 11, 2019

Hank LeMeur, Secretary of the Board

Date