



**Board of Trustees Meeting Minutes**  
**August 30, 2018**  
**Conewango Club: Warren, PA**  
**10:00 a.m.**

**Attendees:**

<b>Present</b>	<b>Phone</b>	<b>Administration</b>	<b>Absent</b>
Mrs. Kate Brock	Ms. Nancy Decker	Dr. Joseph Nairn	Mr. Robert Kaemmerer
Mr. Dennis Wilke	Mr. Andy Foyle	Mr. Duane Vicini	Mr. Ed Pitchford
Mrs. Amanda Hetrick	Mr. Doug Morley	Mr. Gary Sawtelle	
Ms. Mary Jo White	Mr. Kevin Sprong	Mr. Ray Pring	
Mr. Hank LeMeur		Ms. Abigail Petrosky	
Mr. Greg Mahon		Ms. Melinda Saunders	
Dr. Richard McDowell			
Mrs. Susan Snelick			
Mrs. Mary Bula			

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Call to Order</b>	Chair Mary Jo White called the meeting to order at 10:06 a.m.	No action required
<b>Approval of Minutes</b>	Minutes for July 2018 were provided prior to the meeting. Motion to approve minutes made by Trustee Hetrick, seconded by Trustee Wilke. Motion was approved unanimously.	No action required
<b>Standing Committees Reports and Recommended Actions</b>		
<u><i>Governance, Finance and Policies Report</i></u>		
Financial Reports and Budget Update:	<ul style="list-style-type: none"> <li>A. It was discussed that a College Line of Credit may be something to explore moving forward.</li> <li>B. Next month there will be a balance sheet that breaks out restricted state money by year.</li> <li>C. Mr. Pring requested permission to provide the annual financial in November, instead of October, due to the schedule of those at the auditing firm. Motion to move annual financial reports to November made by Trustee Brock, second by</li> </ul>	Budget sheet provided next month for various pots of restricted state money.

	<p>Trustee Snelick. Motion approved unanimously.</p> <p>D. Decision was made to not approve draft financials for August.</p> <p>E. Finance and Audit Committee moved forward with westpa.net to complete the cabling, network equipment, and phone system for the new administrative center.</p>	
Letter of Intent for Student Information System Purchase:	<p>Finance and Audit Committee was presented with the request for approval to select the Empower Student Information System as the enrollment management and student information system. The Finance and Audit Committee recommended approval of this purchase.</p> <p>Motion made to accept this recommendation by Trustee Wilke, second by Trustee LeMeur. Motion passed unanimously.</p>	Send letter of intent to Empower to begin the pre-implementation process.
Grants Update:	<p>Community Foundation of Warren County approved to fund a new Starleaf at Warren Hi-Ed to accommodate a third classroom. Currently have 20 Starleaf deployed.</p> <p>Should hear about the Erie Community Foundation grant September 14.</p> <p>Received a check from the LeMeur foundation for scholarships and grants</p> <p>USDA Grant has not been granted yet, but we were told we should hear by the end of August.</p>	No action required
PNC Project Update:	Construction is on track to be completed by December.	No action required.
Academic Policies for Approval:	<p>Presented by Dean Saunders – Policies NPRC-3235, NPRC-3310, NPRC-3420, and NPRC-3430 have been approved by the Academic Affairs Committee.</p> <p>NPRC 3215 – policy coming back based on review and feedback. Policy was agreed on by the board to be approved pending discussed update.</p> <p>NPRC-3310 – Addendum to professional requirements for faculty. This policy will come back to the committee next month pending discussed updates.</p> <p>Motion to approve policies NPRC-3215, NPRC-3235, NPRC-3420, and NPRC-3430 made by Trustee Hetrick,</p>	Update recommended changes and bring NPRC-3310 back to the committee for final approval.



	second by Trustee Brock. Approved unanimously pending the discussed updates. NPRC-3310 will come back to the board next round.	
<u>Executive committee/legislative affairs</u>		
Harrisburg Update:	State board of education meets September 12-13 <sup>th</sup> . Erie Community College is a discussion item and it will be open for public comment. It is not a voting item. President Nairn, Trustee White, and trustee Mahon will be present at this testimony on September 12 to provide public opinion following the meeting.	Public comment from NPRC may be provided.
Strategic Planning Update:	<p>Comments from stakeholders were taken into consideration and will be provided to the board for possible changes to the plan. It is important to remember that this strategic plan is dynamic.</p> <p>Briefing book will be reviewed with the board at September meeting. The strategic plan will be an action item on the agenda to be approved in September to continue moving forward with the accreditation process.</p>	Briefing book will be sent out prior to the board meeting and is anticipated to be approved at the September Board meeting.
<b>Task Force Committee Reports and recommended Actions</b>		
Presidents Report	Report provided in Packet.	No action required.
VPASA Report	Report provided in Packet.	No action required.
Instructor In-Service	Occurred August 18 prior to the start of classes. Instructors provided feedback on the strategic planning process and were appreciative of Blackboard training, FERPA resources, and technology training.	No action required.
Enrollment Update	Hit capacity issues, number of site distribution and total headcount. Up in courses instructional sites and students. Four courses ended up being split into two sections. Wanted to highlight that English hit 50 students, and discussion occurred whether there would be a 3 <sup>rd</sup> section. Math, First Year experience, and English were the top enrolled classes, showing there was an increase in freshmen. Working on spring schedule and looking to include English in the spring as well to bring in a new cohort and expansion to accommodate new students on the off-track semesters.	No action required.



**NORTHERN  
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<b>Operational update on Gannon Program</b>	Classes begin Wednesday, August 22.	No action required.
<b>Operational Update on Inauguration</b>	We have met for the last 13 weeks and we are seeing many positives for the pomp and circumstance. Order of procession and ceremonies drafts were provided to the Board.	No action required.
<b>Good of the order</b>	Will be going paperless in October, anyone who needs tech support for Board effect, please see Gary prior to leaving.	No action required.
<b>Adjourn</b>	Chair Mary Jo White adjourned the meeting at 12:01 p.m.	No action required.

Respectfully submitted:

*Abigail Petrosky*