



**Board of Trustees Meeting Minutes**  
**July 13, 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	Ms. Mary Bula
Mr. Andy Foyle	Mr. Ed Pitchford	Mr. Duane Vicini	Mr. Kevin Sprong
Mrs. Amanda Hetrick	Ms. Mary Jo White	Dr. Debra Teachman	Mr. Dennis Wilke
Mr. Robert Kaemmerer		Mr. Ray Pring	
Mr. Hank LeMeur		Mrs. Lori McNeal	
Mr. Greg Mahon			
Dr. Richard McDowell			
Mr. Doug Morley			
Mrs. Susan Snelick			

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Call to Order</b>	Vice-Chair Kate Brock called the meeting to order at 10:03 a.m.	No action required
<b>Approval of Minutes</b>	Minutes for June 2018 were provided prior to the meeting. Motion to approve minutes made by Trustee Foyle, seconded by Trustee LeMeur. Motion was approved unanimously.	No action required
<b>Standing Committees Reports and Recommended Actions</b>		
<u><i>Governance, Finance and Policies Report</i></u>	Interim Board Officers: the interim slate of officers were approved by Chair Mary Jo White until officers are elected in October for 2019: Chair: Mary Jo White Vice-Chair: Kate Brock Secretary: Amanda Hetrick	A formalized notice signed by Chair Mary Jo White will be sent out. Mr. Pitchford will remain on the Board, however, not as a Board Officer.
Financial Reports:	<ul style="list-style-type: none"> <li>A. Packet was distributed at the meeting. Mr. Pring will be confirming Monday, July 16<sup>th</sup> that the fiscal year can be closed. A revised packet will be sent out in a few weeks with final fiscal year totals.</li> <li>B. Mr. Pring gave an update on the progress of the PNC Building; demolition is 90% complete and he will schedule a walk through for the BOT once the</li> </ul>	A revised packet with final fiscal year totals will be sent out



	<p>debris is cleared.</p> <p>C. 2018/2019 fiscal year budget will be amended to bring account for workforce development costs.</p> <p>D. Motion made by Trustee Morley to approve financial reports, seconded by trustee Snelick. Reports approved unanimously as submitted by Mr. Pring.</p>	
Grants Update:	<p>USDA: Still pending</p> <p>ECF: Grant will be submitted by Monday, July 16<sup>th</sup></p>	No action required
<i>Ad hoc</i> policy review committee:	<p>Non-academic, HR policies –10 policies are ready for committee review and should be ready for approval at the August meeting.</p>	Committee to review and approve completed policies
Health Care Policy Selection	<p>A comparison of Aetna and UPMC health insurances were included in the packet. Staff will continue to evaluate proposals with a goal of upgrading health insurance policies in January.</p>	No action required
Academic Affairs Committee Update:	<p><u>Policies</u> – Four policies were presented to the board for approval:</p> <ul style="list-style-type: none"> <li>• NPRC-3015: General Education Philosophy and Goals</li> <li>• NPRC-3015A: Student Work Product Assessment Release</li> <li>• NPRC-3215: Admission and Enrollment Standards and Guidelines</li> <li>• NPRC-3220: Standards of Academic Progress for Students</li> <li>• NPRC-3310: Professional and Educational Requirements for Instructors</li> </ul> <p>Motion to approve, with the exception of NPRC-3215 which needs amended, made by Trustee Hetrick and seconded by Trustee Foyle. Motion was approved unanimously.</p> <p><u>Programs</u>: Two programs were presented to the board for approval:</p> <ul style="list-style-type: none"> <li>• Associate of Arts <ul style="list-style-type: none"> <li>▪ General Education Core I</li> <li>▪ Liberal Studies Pathway</li> <li>▪ Social Sciences Pathway</li> </ul> </li> <li>• Associate of Science <ul style="list-style-type: none"> <li>▪ General Education Core I</li> <li>▪ Business Administration Pathway</li> <li>▪ Criminal Justice Pathway</li> </ul> </li> </ul> <p>Motion to approve these curriculum programs was made by Trustee Morley and seconded by Trustee Hetrick. Motion was approved unanimously.</p>	<p>Policies NPRC-3015, 3015A, 3220, and 3310 were approved; 3215 was returned for revisions.</p> <p>Associate of Arts and Associates of Science Programs were approved.</p>



	<p><u>Course Descriptions:</u></p> <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Communications</li> <li>• Reasoning</li> <li>• Respect for Diversity</li> </ul> <p>Course descriptions for these categories were provided to the board.</p> <p>Technical Degree Template: The template was passed out and emailed to those not in attendance for both the certificate and associate degree in Applied Science.</p>	
Industrial Advisory Committee Update:	Initial meeting was held June 28, 8:30 to 11:30 with 17 of the 21 members attending via StarLeaf in Coudersport, Erie, Meadville, St. Marys, and Warren. The main purpose for the meeting was for introductions, describing our model and to start identifying areas of interest. Dr. Jackson provided various material requesting feedback from the members.	ITM advisory list will be sent with the minutes
Review of Draft/temporary seals for college	Two drafts were reviewed and Dr. Nairn will be sending out a 3 <sup>rd</sup> draft.	Send out a 3 <sup>rd</sup> draft for review
<u>Executive committee/legislative affairs</u>		
Harrisburg Update	Update given by Trustee Mahon.	No action required.
Strategic Planning Update	<p>A. A retreat for the Board of Trustees will be set up in September.</p> <p>B. A handout for the Strategic Plan was provided, Dr. Nairn reviewed the objectives, and Mr. Carpino detailed the Briefing Book and timeline with the next steps that will be developed and reviewed.</p>	Set up retreat with the September meeting
<u>Additional county applications status report</u>	Counties could begin submitting applications to PDE on 7/10/18. PDE will receive the applications and provide a recommendation to the Board who has final approval. Mr. Vicini will advise of any applications that are submitted.	No further action required.
<u>Inauguration Committee Update</u>	There have been 5 meetings and have many items already in place. An email survey will be sent out for Regalia orders. Invitations are being finalized and will be sent out by 7/31/18.	<p>Regalia survey will be emailed</p> <p>Email an electronic invitation to Mr. Mahon</p>



<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.
<b>Chief of Staff Report and Recommended Actions</b>		
Operational update on Gannon Program	Review of the separation timeline from Gannon will be sent out at a later date.	No action required.
<b>Good of the order</b>	Next meeting – TBD	Doodle poll will be sent out to determine August meeting.
<b>Adjourn</b>	The Vice-Chair adjourned the meeting at 12:23 p.m.	

Respectfully submitted:

*Lori McNeal*