



Board of Trustees Meeting Minutes
June 8, 2018
Conewango Valley Country Club: Warren, PA
2:00 p.m.

Attendees:

Present

Mr. Ed Pitchford
 Ms. Mary Bula
 Mrs. Kate Brock
 Mr. Andy Foyle
 Mr. Kevin Sprong
 Mr. Dennis Wilke
 Ms. Mary Jo White

Phone

Mrs. Amanda Hetrick
 Mr. Hank LeMeur
 Mr. Doug Morley
 Mrs. Susan Snelick

Administration

Dr. Joseph Nairn
 Mr. Duane Vicini
 Dr. Debra Teachman
 Mr. Ray Pring
 Miss Abigail Petrosky

Absent

Ms. Nancy Decker
 Mr. Robert Kaemmerer
 Dr. Richard McDowell
 Mr. Greg Mahon

Agenda Item	Discussion	Action Items
Call to Order	Chair Mary Jo White called the meeting to order at 2:15 p.m.	No action required
Approval of Minutes	Minutes for May 2018 were provided prior to the meeting. Motion to approve minutes made by Trustee Foyle, seconded by Trustee Sprong. Motion was approved unanimously.	No action required
Standing Committees Reports and Recommended Actions		
<u>Governance, Finance and Policies Report</u>		
Financial Reports:	<p>Packet went out, nothing unusual last month. Budget and finance committee met Friday, June 1. Opened the floor up for questions regarding the finance reports. No questions.</p> <p>Content and format of reports will change with next monthly report as mentioned at last board meeting.</p> <p>Motion made by Trustee Brock to approve financial reports, seconded by trustee Foyle. Reports approved unanimously as submitted by Mr. Pring.</p>	



	Trustee Pitchford requested an update on UPMC funds.	Northwest account opened and UPMC funds deposited.
Grants Update:	<p>USDA: Distance learning and tele-medicine grant, deadline was June 4, 2018. Arrived for submission on June 1.</p> <p>ECF: Met with Erie Community Foundation as a pre-grant meeting. Looking to enhance digital advertising and student contact. Strategy is to see if Erie will fund this project and to apply again in the next round for technology and equipment because it is not able to be funded by the USDA grant.</p> <p>Trustee Pitchford brought up requests of funds from Northwest and Mr. Vicini mentioned funds from CNB.</p>	
<i>Ad hoc</i> policy review committee:	<p>Non-academic, HR policies – This item should have been removed from agenda. The committee has not received policies yet</p> <p>Updates are being made based on new knowledge of specific laws. By the middle of the week of June 10, the committee should be receiving policies from Mr. Pring.</p>	HR policies sent to <i>ad hoc</i> policy committee.
Academic Affairs Committee Update:	<p>Policies – Four policies have been sent out and responded to by committee members. Changes have been made and sent back out to the committee to be ready for the board next meeting.</p> <p>Curriculum will also be sent to the board prior to next meeting with recommendations from the committee</p>	
Industrial Advisory Committee Update:	List of committee members provided in Board Packet. Initial meeting June 28, 8:30 to 11:30. Will use ITV equipment at our hub sites to cut down travel for attendees.	
Standing and <i>ad hoc</i> committee membership	<p>Current committees provided prior to meeting.</p> <p>Trustee Pitchford is stepping down from executive committee, but still willing to serve as a trustee and chair a foundation committee. Bylaws currently allow Trustee White to appoint someone to Executive Committee until the annual meeting in October where we will vote on new members.</p> <p>Motion to create a standing Development committee moved by Trustee Sprong, seconded by Trustee Brock. Motion approved.</p> <p>Motion to disband the following <i>ad hoc</i> committees: Plan, Delivery Model, and Accreditation and Executive Search Committee. Motion</p>	Interest in changing committee or becoming part of the Development committee should be forwarded to Trustee White or Mr. Pring.



	seconded by Trustee Wilke. Motion approved.	
<u>Resolution to amend by-laws</u>	<p>Clarifications for voting electronically as included in the by-laws: The vote must be unanimous with an actual vote for every board member due to the lack of ability for discussion.</p> <p>Motion to approve amendments to the By-laws by Trustee Pitchford, seconded by Trustee Foyle. Amendments approved.</p>	No further action required.
<u>Executive committee/legislative affairs</u>		
Harrisburg Update	Update given by Trustee Brock.	No action required.
LBFC Update	<p>Copy of the reports given to Trustees. Dr. Nairn and Mr. Vicini attended the testimony. Recommendation was made to extend time before the final report based on the three years of delay in funding.</p> <p>Link to report online: http://lbfc.legis.state.pa.us/Resources/Documents/Reports/626.pdf</p> <p>Link to testimony, minutes 24:30-39:21: https://pasen.wistia.com/medias/k16n4d4fs9</p>	No action required.
Strategic Planning Update	<p>Statement of work by Peter Carpino provided to the board, placed into Board packet for June 8, 2018 meeting.</p> <p>Request by Trustee Brock for Dr. Carpino to be at July board meeting.</p> <p>Motion to approve Dr. Carpino's Statement of Work by Trustee Wilke, seconded by Trustee Foyle. Motion approved.</p>	Integrate Dr. Carpino into next board meeting.
Marketing update	<p>Verbal report. Attached to minutes.</p> <p>Billboards are up until July 8.</p>	No action required.
<u>Additional county applications status report</u>	Email communication from Wayne and Pike counties attached.	No further action required.



Task Force Committee Reports and recommended Actions		
Presidents Report	Report provided in Packet.	No action required.
VPASA Report	Report provided in Packet.	No action required.
Chief of Staff Report and Recommended Actions		
Operational update on Gannon Program	<p>Going very well. Transcript and financial aid audit and verification issues are being worked through.</p> <p>Blueprint reading and GD&T updates in VPASA report. Also had a meeting for training for building code compliance on June 7.</p>	No action required.
New Business	<p>Inauguration – Preliminary information provided for a September 14th event.</p> <p>Mr. Vicini requested an additional day from the board for a meeting/strategic planning meeting</p>	Doodle poll sent out for an additional September date.
Good of the order	<p>Next meeting – TBD</p> <p>The Gannon/NPRC partnership will be celebrated and recognized following the meeting adjournment. Dr. Keith Taylor and Dr. Steve Mauro will be in attendance.</p>	Doodle poll sent out to determine July meeting.
Adjourn	The Chair adjourned the meeting at 3:41 p.m.	

Respectfully submitted:

Abigail Petrosky