



Board of Trustees Meeting Minutes
November 9, 2018
Conewango Club: Warren, PA
10:00 a.m.

Attendees:

Present	Phone	Administration/Staff	Absent
Ms. Mary Bula	Mr. Ed Pitchford	Dr. Joseph Nairn	Ms. Nancy Decker
Mr. Doug Morley	Mr. Dennis Wilke	Mr. Duane Vicini	
Mrs. Amanda Hetrick		Dr. Debra Teachman	
Mr. Kevin Sprong		Mr. Raymond Pring	
Mr. Hank LeMeur		Mrs. Lisa Pecora	
Dr. Richard McDowell			
Mr. Andy Foyle			
Mr. Robert Kaemmerer			
Mrs. Kate Brock			
Mr. Greg Mahon			
Mrs. Susan Snelick			
Mrs. Mary Jo White			

Agenda Item	Discussion	Action Items
Call to Order	Trustee White called the meeting to order at 10:03 a.m.	No follow-up action required
Approval of Minutes	Minutes for October 2018 were provided prior to the meeting. Motion to approve minutes was made and approved unanimously.	No follow-up action required
Annual Meeting		
<u>Nominating and Board Development Committee</u>		
<i>Board Composition</i>	Five terms are up for renewal at the conclusion of 2018 (Trustees Decker, Wilke, Hetrick, Mahon, and White). Trustee Decker will not renew her term. It was recommended by the Nominating and Board Development Committee to maintain the vacant seat. A motion was made to approve term renewals for Trustees White, Mahon, Wilke, and Hetrick. It was approved unanimously.	No follow-up action required
<i>New Officers</i>	A slate of new officers was presented to the Board of Trustees. The slate is as follows:	No follow-up action required.



	<p>Chair - Kate Brock Vice-Chair – Amanda Hetrick Secretary – Hank LeMeur</p> <p>The floor was opened to receive additional nominations. No additional nominations were made. Trustee McDowell made a motion to approve the presented slate and elect Trustees Brock, Hetrick, and LeMeur into their new offices. The motion was seconded and approved unanimously.</p>	
<u>NPRC Annual Financial Reports</u>	<p>Mr. Pring informed the Board that the audit will be performed November 27th and the auditor will be available at the December meeting with the financial statements.</p> <p>Mr. Pring requested a motion to defer the annual financial reports until December. The motion was made by Trustee LeMeur, seconded by Trustee Hetrick, and approved unanimously.</p>	Annual reports and audit will be brought to the Board in December.
<u>Conflict of Interest Policy and Statement</u>		December Board meeting.
Standing Committees Reports and Recommended Actions		
<u>Finance and Audit Committee</u>		
<i>Amended 2018-2019 Budget</i>	<ul style="list-style-type: none"> A. Mr. Pring will provide reports for the month prior beginning in January. B. Mr. Pring is seeking approval for obtaining a line of credit and to establish a process for approval for use of the line of credit. C. The Finance and Audit Committee discussion regarding the budget yielded changes which are being presented. \$5.5 million reduced to \$5.3 million caused the budget to be updated. D. The cost of the student information system software, Empower, was addressed. <p>A motion was requested to approve the amended budget. Motion made by Trustee Snelick, second by Trustee Hetrick, and approved unanimously.</p>	No follow-up action required.



<i>NPRC Monthly Financial Reports</i>	Reports provided on page 16 of the board materials. A motion was requested to approve the monthly financial reports. Motion was approved unanimously.	Reports will be presented differently moving forward – month prior.
<i>Grant Update</i>	NPRC received notice that the USDA grant was awarded. Timeline for funds has not yet been established.	Provided updated budget and explanation for reduction.
<i>New Administrative Center Update</i>	A walk-through occurred yesterday with Trustee Mahon. Work on the building is progressing.	No follow-up action required.
<i>Line of Credit</i>	There was a discussion regarding obtaining a line of credit. There will have to be a secretary certificate provided to approve access. A motion was requested to establish the line of credit. Motion was made, seconded by Trustee Foyle, and approved unanimously.	Acquire line of credit. Draft secretary certificate for access. Establish process for use.
<u>Executive committee/legislative affairs</u>	Trustee Brock offered that committees may want to meet on an ad hoc basis between meetings to address issues that cannot wait for the next meeting. Trustee White offered that the Executive Committee meeting may be able to be avoided if agendas are sent out far enough in advance. Board needs to consider when monthly meetings are no longer necessary and quarterly meetings can be held. Trustee Brock notes that committee reports and notes sent in advance would save time and meetings.	
<i>Harrisburg Update</i>	There is a meeting November 19 th in response to the Erie proposal.	No follow-up action required.
<i>Evaluation of the President</i>	Trustee Brock shared that the goal was to get the evaluation to the Executive Committee by November 19, then to the full board.	Provide Board with President's evaluation.
<u>Academic Affairs Committee</u>		



<i>Academic Programs Status</i>	Dr. Teachman began with stating that there will be an opening on the Academic Affairs Committee at the end of the year when Trustee Decker’s term expires. Gannon began registrations last week, 20 are already registered for Spring 2019.	No follow-up action required.
<u>Ad hoc Policy Development Committee</u>		
<u>RTK and Sunshine Act</u>	Disclosure already exists with financials	
Task Force Committee Reports and recommended Actions		
<u>Presidents Report</u>	President Nairn shared his meeting with the new CEO of the Erie Regional Chamber and Growth Partnership.	No follow-up action required.
<u>VPASA Report</u>	No additional comments in regard to report.	No follow-up action required.
<i>Compliance and Accreditation</i>	President Nairn touched on many points. More policies will continue to go to Middle States after the December Board meeting. Lori has completed much of the Middle States application and everything is progressing. Dr. Teachman clarified that this is just the pre-candidacy application. Once we have candidacy, we will qualify for Title IV funds.	No follow-up action required.
Operational update on Gannon Program and Workforce Development	Hand-outs provided of weekly reports from Dr. Jackson.	No follow-up action required.
<u>Strategic Plan – Vision, Mission, Goals</u>		
<u>Wayne/Pike Proposal</u>	The strategy screen was sent to Wayne and Pike. It was determined that a motion was not necessary.	No follow-up action required.
New Business	Christmas Party will be at Duane’s House beginning around 5 p.m. on December 13.	No follow-up action required.
<u>Standing Committee Discussion</u>	Committee make-ups will be discussed by Trustee Brock and President Nairn.	No follow-up action required.
Adjourn	Trustee Brock adjourned the meeting at 12:13 p.m.	No follow-up action required.

Recorded by Lisa Pecora, transcribed and respectfully submitted by Abigail Petrosky.