

# Rural Regional College of Northern Pennsylvania

## Meeting Minutes

Tuesday, April 11, 2017  
Warren-Forest Hi-Ed Center  
10:00am

### **Trustees Present:**

Mary Jo White, Chairperson  
Ed Pitchford, Vice-Chairperson  
Kate Brock, Secretary  
Mary Bula  
Nancy Decker (phone)  
Amanda Hetrick  
Greg Mahon  
Dick McDowell  
HankLeMeur  
Lou Radkowski (phone)  
Susie Snelick  
Karen Whitney (phone)  
Dennis Wilke

### **Trustees Excused:**

Rob Kaemmerer  
Doug Morley

### **Project Executive:**

Duane Vicini

Chair, Mary Jo White, called the meeting to order at 10:05am.

The minutes from the March meeting were distributed prior to the meeting. There were no corrections or additions.

### **Marketing Firms**

The Marketing Committee narrowed down the proposals and brought 2 recommendations to the full board. Each firm presented to the board, and the board deliberated on a selection.

*A motion to approve Red House Communications was made by Dennis and seconded by Mary Bula. All approved and the motion carried.*

*A motion to approve asking Red House to develop a series of press releases/or the Site selection, VPASA, and selection of a marketing firm was made by Dick and seconded by Hank. All approved and the motion carried.*

### **Executive Search Update**

Ed reported that the next round of interviews has been set for May 1<sup>st</sup> with 2 candidates at the same location in Warren. Liz Rocklin and Jesse Thompson from Perry & Associates will join the board again.

Duane received Ms. Teachman's signed contract for the position of VP of Academic and Student Affairs.

***Susie made a motion to approve Debra Teachman' contract and Amanda seconded it. All were in favor and the motion carried.***

## **Committee Updates**

Site Selection Committee:

Amanda presented a written recommendation to the Board from the committee, recommending the Warren location as the Administrative site. The temporary location will be the former Jefferson House, located at 119 Market Street. Renovations are scheduled to be complete by the end of the December 2017 on the permanent site at the former South Street School.

***Amanda made a motion to approve the report and recommendations from the Site selection committee. Mary Bula seconded the motion.***

Mary Jo thanked Amanda and the committee for their hard work and dedication on this challenging task.

Executive Committee:

Duane presented a draft MOU between the RRC and Gannon University for the Fall 2017, Spring 2018 and Summer 2018 semesters. This MOU has previously been between ECUA and Gannon for the provision of the reduced cost Associate Degree Programming. As laid out in the RRC PDE plan, the RRC will hold this contract with Gannon while the RRC executive staff begins to build its programs and departments.

***A motion to approve the MOU between the RRC and Gannon was made by Amanda and seconded by Greg. All approved and the motion carried.***

Duane excused himself from the meeting while Kate presented an amended scope of work for ECUA for the upcoming 2017-2018 year. In addition to the services as Project Executive, ECUA will now be providing transitional support to the new RRC president and administration; providing recruitment services of 1 full-time recruiter; management of the Gannon Associate Degree program; and management of necessary external consultants including the marketing/PR firm.

***A motion to approve the amended scope of work for ECUA was made by Dick and seconded by Dennis. All were in Javor and the motion carried.***

Update on Status of the Plan:

Duane reported that the plan was resubmitted to PDE on April 10<sup>th</sup>. A response is expected within 60 days.

## **Financial Reports**

Kate presented the financial reports for the month, which were distributed prior to the meeting. In addition to the disbursements approved by the finance committee, Kate presented additional disbursements to be processed for Knox Law, RH Perry & Associates, and Cowden.

***Hank made a motion to approve financial reports and additional disbursements, Amanda seconded the motion. All were in favor and the motion carried.***

The next meeting was noted as May 12<sup>th</sup> at the Forest Area Schools Administrative Office. The next Presidential Search Interviews are scheduled for May 1<sup>st</sup> at the Hampton Inn in Warren.  
*UPDATE: the May Board meeting was not held.*

The Meeting adjourned at 12:45.

Minutes by Kate Brock, Secretary

