

Rural Regional College of Northern Pennsylvania Meeting Minutes

Friday, December 15, 2017
Conewango Club, Warren
10:00am

Trustees Present:

Mary Jo White, Chairperson (Phone)
Ed Pitchford, Vice-Chairperson (Phone)
Kate Brock, Secretary
Mary Bula (Phone)
Amanda Hetrick
Rob Kaemmerer (Phone)
Greg Mahon
Dick McDowell (Phone)
Hank LeMeur (Out of Country)
Lou Radkowski
Nancy Decker (Absent)
Dennis Wilke (Phone)
Susie Snelick (Phone)

Trustees Excused:

Nancy Decker
Hank LeMeur

Project Executive:

Duane Vicini

Administration :

Dr. Joseph Nairn, President
Debra Teachman, VPASA
Raymond Pring, Esq.
Jennifer Cummings

Doug Morley

Call to Order

Kate Brock, called the meeting to order at 10:02 a.m.

The minutes from the November 10th, 2017 meeting were distributed prior to the meeting for review.

The minutes were approved as presented.

Nomination and Board Development

Ed Pitchford indicated that Dr. Nairn and Duane Vicini met with the two candidates for the open board seats, Mr. Andy Foyle and Mr. Kevin Sprong. Dr. Nairn shared that the "Trustee Matrix" was included in the board packet for review.

Vice Chairperson Pitchford made a motion to nominate Mr. Andy Foyle to fill the vacant seat previously held by Karen Whitney. Trustee Hetrick seconded this motion. Secretary Brock called for a vote. The vote was unanimous and the motion carried.

Vice Chairperson Pitchford made a motion nominate Mr. Kevin Sprong to fill the vacant seat previously held by Lou Radkowski. Trustee Mahon seconded the motion. Secretary Brock called for a vote. The vote was unanimous and the motion was carried.

Vice Chairperson Pitchford indicated that the following Trustees had terms that were ending and needed to be re- elected: Ed Pitchford, Doug Morley, Dick McDowell and Rob Kaemmerer. It was indicted that all would like to remain serving their current positions.

Vice Chairperson Pitchford made a motion to re-elect Ed Pitchford, Doug Morley, Dick McDowell and Rob Kaemmerer to their Trustee positions. Trustee Hetrick seconded the motion. Secretary Brock called for a vote. The vote was unanimous and the motion carried.

Vice Chairperson Pitchford indicated that the officers (Mary Jo White, Ed Pitchford and Kate Brock) needed to be re-elected to their positions. Discussions was called and none seen.

Vice Chairperson Pitchford made a motion to re-elect Mary Jo White, Ed Pitchford and Kate Brock to retain their current officer seats. Trustee Morley seconded the motion. Secretary Brock called for a vote. The vote was unanimous and the motion passed.

Financial Reports

Mr. Pring presented the financial materials to the board.

Mr. Pring indicated that the Benefits/Retirement plan was sent out with the board packet and requested that the board consider and approve the Benefits/Retirement plan that was presented.

Trustee Brock called for a motion to approve the retirement plan as presented. Trustee Snelick made the motion. Trustee Radkowski seconded the motion. Secretary Brock called for a vote. The vote was unanimous and the motion passed.

Mr. Pring indicated that a second resolution needed to be made regarding the individuals authorized to sign on the NPRC account.

Secretary Brock called for a motion to approve the resolution. Trustee McDowell motioned for the approval. Trustee Morley seconded the motion. Secretary Brock called for a vote. The vote was unanimous and the motion carried.

Mr. Pring indicated that a Policy Index is being worked on.

Mr. Pring indicated that the Hiring Policy had also been included with the packet and noted that the Staffing Plan had been updated.

Mr. Pring stated that staffing is moving forward with advertising for the positions of Dean of

Erie, Dean of Curriculum, Director of IT, and Student Support Specialists.

Mr. Pring indicated to the board that Ms. Lisa Pecorra was offered and accepted a position as the Assistant to the Vice President of Finance and Administration. She will be starting next Monday.

Executive Committee/Legislative Affairs

Legislative Update: Mr. Greg Mahon reported that the legislature that gives the RRC the ability to be a DBA has been passed.

VPASA Report

Dr. Debra Teachman indicated that she is continuing to work on coordinating the materials for the PDE criteria.

President's Report

Dr. Joseph Nairn reported an update on the "Hub" locations.

Dr. Nairn presented the new logo and colors to the board.

Report of the Project Executive

Mr. Vicini confirmed that we are set with our spring Instructors in place and 14-20 sites.

January 17th, 2018 will be the next ECUA/Gannon Completer's Ceremony at 6 p.m. This will take place at the Conewango Club in Warren.

Secretary Brock asked the board if there were any other questions or topics that needed addressed. None were seen.

Adjournment and Next Meeting

Secretary Brock adjourned the meeting 12:10 p.m. The next meeting will take place on Friday, January 12, 2017 at 10:00 a.m., at the Conewango Club, Warren.

Minutes by Jennifer Cummings, Administrative Assistant to the President