

## **Rural Regional College of Northern Pennsylvania Meeting Minutes**

Friday, February 10, 2017  
CEC of Elk/Cameron  
St. Marys, PA 15857

### **Trustees Present:**

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

### **Trustees Excused:**

Ed Pitchford, Vice-Chairperson  
Rob Kaemmerer

### **Project Executive:**

Duane Vicini

### **Guests:**

Liz Rocklin

Chair, Mary Jo White, called the meeting to order at 10:00am.

### **Approval of the Minutes and Meeting Agenda Overview**

The minutes from the previous meeting were distributed in advance. Mary Jo asked if there were any comments or changes. Dick made a motion to approve the minutes as submitted. Amanda Hetrick seconded. All were in favor and the motion carried.

### **Board Education**

Liz reviewed the Presidential Search process. She gave a brief profile of each of the 3 finalists. She explained that the board will have access to the Perry & Associates web portal to review all information on the candidates. She would like to have each board member ask a question at the interview. Please let Kate know which question you would like to ask, or a question will be assigned.

Duane will send a revised schedule of events.

CFO search update: 15 applications are in hand. They will begin the telephone interviews in the next couple of weeks.

### **Standing Committees Reports and Recommended Actions**

### Governance. Finance and Policies Committee/Fiscal Agent Report and Recommended Actions

Kate referred to the financial reports distributed prior to the meeting. The budget to actual report shows our expenditures to date on the 2015-2016 PDE funds. \$199,509 of the anticipated \$576,020 has been expended to date (35%). The anticipated expenses remain less than the awarded funding of \$1,200,000. The balance sheet is reflective of only the 2015-2016 funds. Our only liabilities are the accounts payable in the amount of \$1,200, which are monthly disbursements recently processed. ADDITIONAL DISBURSEMENTS? CHECK

Kate also reported that Lou, Ed and the CEC staff have reviewed several Board Portal packages and will move forward with purchasing Board Effects.

***Dennis Wilke made a motion to approve the financial reports as submitted, with the addition of the annual payment to Board Effects. Susie seconded the motion. All were in favor and the motion carried.***

The 2016-2017 funding application for \$1,200,000 has been submitted to PDE with the request for an extension. We have requested an extension on the 2015-2016 funding through December 31, 2017.

### RFP for Audit Services

Hank reported that the RFP for Audit services yielded 5 proposals. The Finance Committee reviewed the 3 most competitive proposals; they recommend selecting Sharkey, Piccirillo and Keen.

***A motion to approve Sharkey, Piccirillo & Keen to perform the 2016-2017 financial review and audit was made by Dick and seconded by Amanda. All were in favor and the motion carried.***

### Marketing and Public Relations Committee

Dennis reported that the committee will have a conference call on Monday. They have started the review of the 26 proposals. They hope to have a recommendation by the March meeting.

### Executive Committee / Legislative Affairs

Mary Jo White discussed the meeting on January 19<sup>th</sup> in Erie with all Erie County Representatives and Senators. The group was extremely supportive and positive about the RRC.

Mary Jo also discussed the February 8<sup>th</sup> meeting in Harrisburg with all legislators from the other counties. A few from Erie attended again. This group was also very supportive. Senator Hutchinson did a nice job pulling the event together.

Duane and Mary Jo reported on the meeting with PDE in Harrisburg, also on February 8<sup>th</sup>. Dr. Wil Del Pilar and Mike Dotts reviewed some overall comments and suggestions on the plan. The Board has the option to extend the timeline and work with PDE to make the suggested changes. The trustees determined that the extension was the best course of action. Mary Jo White will contact Dr. Del Pilar and arrange a working meeting to address the department's comments.

## **Task Force Committee Reports and Recommended Actions**

### Administrative Hub Evaluation Task Force

The committee has had one phone call and one face-to-face meeting. There were 8 proposals received. They are hoping to have a recommendation by April.

### **Report of the Project Executive and Recommended Actions**

Duane reported that the ECUA recruiter, Jocelyn Bash, has been making contacts in Erie County. The Empower Erie group will meet with the RRC Executive Committee and Mary Bula on the 17<sup>th</sup> at 1am for lunch in Warren to discuss potential collaborative models.

Pitt Titusville has requested a meeting with RRC Executive Committee to also discuss collaborative models for the Titusville area. The meeting is scheduled for the 17<sup>th</sup> at 4pm in Titusville.

### **New Business**

Duane discussed the Rudd Fund at Venango Foundation. The family approached him about rolling their fund into the RRC. Duane and Mary Jo will meet with the family on Sunday. There was further discussion regarding the need for private funding to help offset the lack of the federal and state financial state.

Duane also reported that the Farm Bill is up for consideration. RRC could be an applicant for loans (0%) and grants for rural areas.

### **Old Business**

Duane spoke with the President of Thaddeus Stevens regarding application of Sunshine Law and RTKL to their school. He said they do operate as if it does apply. They have only received one request in their history.

### **Adjourn**

The meeting adjourned at 11:10am. The next meeting will be Friday March 10, 2017 at the Titusville Area School District Administration office.

Notes by Kate Brock, Secretary

