

Rural Regional College of Northern Pennsylvania Meeting Minutes

Friday, June 9, 2017
RRC Administrative Offices, Warren
10:00am

Trustees Present:

Mary Jo White, Chairperson
Ed Pitchford, Vice-Chairperson
Kate Brock, Secretary
Mary Bula
Amanda Hetrick
Rob Kaemmerer
Greg Mahon
Dick McDowell
Doug Morley
Hank LeMeur (phone)
Lou Radkowski (phone)
Susie Snelick (phone)
Dennis Wilke (phone)

Trustees Excused:

Nancy Decker
Karen Whitney

Project Executive:

Duane Vicini

Administration:

Dr. Joe Nairn, President
Debra Teachman, VPASA

Call to Order

Chair, Mary Jo White, called the meeting to order at 10:07am. She welcomed Dr. Joe Nairn and Dr. Debra Teachman to their first Board of Trustees meeting.

The minutes from the April meeting as well as the special May 1st meeting were distributed prior to the meeting. It was noted that Mary Bula was present at the May 1st meeting and the minutes will be amended to reflect her attendance.

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.

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

The board also reviewed a proposed budget for 2017-2018, projected at \$5 million. This is the budget included in the approved PDE plan.

Kate presented the board with the UPMC health insurance plan that became effective June 1st for the VPASA. Duane, Ed, Kate, Elliot Dinkin from Cowden, and a representative from UPMC

selected the Small Business Advantage Gold PPO plan among several that were presented. The employer contribution will be 80% of the premium, and the employee contribution will be 20% of the premium.

A motion to approve the selected UPMC plan and employer/employee contribution rates, effective June 1st, was made by Rob and seconded by Doug. All were in favor and the motion carried.

Duane, Kate, Joe and Debra are meeting with Elliot from Cowden following the meeting to discuss longer-term benefit-strategies for the college.

Executive Committee

Mary Jo provided an update on a meeting in Erie on June 2nd. The County Executive convened the meeting with the Erie County delegation, RRC and Empower Erie. The RRC representatives (MJW, Duane, Debra Teachman) provided an update on progress and status of the college.

Several Town Hall meetings are being scheduled to occur in Erie's various communities, facilitated by Kathy Dalkemper, with the purpose of providing information on Empower Erie and soliciting questions and comments from the public. Various representatives of the RRC will be present at each meeting.

Duane discussed the progress of the marketing firm. Red House will present their proposed "positionings" to the Executive Committee on June 12th. The positioning will define the branding strategy moving forward.

The Board agreed to move forward with identifying a new name. The legislation will need to be amended to allow this, so the board will need to wait until the school code bills are passed to be sure we can move forward.

Kate presented a proposal from Red House for a fall enrollment marketing campaign. The campaign would focus primarily on the Erie markets with outdoor billboards. Paid ads on Google and social media sites will be region-wide.

A motion to approve the Red House Fall enrollment campaign scope of work for up to \$75,000 was made by Rob and seconded by Doug. All were in favor and the motion carried.

Red House has also developed a temporary website for the RRC. It will go live soon.
<http://regiona lcollegepa.com/>.

Executive Search Update

Ed reported that Dr. Joe Nairn has accepted the offer of President. The contract has been signed. He will officially start on July 17th but will be involved to the extent that time allows prior to that.

The CFO candidate pool has been narrowed down to about 10 applicants. Joe will work with a small group to continue the search and selection process.

RRC Plan, Delivery Model and Design Task Force

The plan was officially approved by PDE on May 25th.

Debra Teachman reported that she has begun reviewing the plan in detail, and has met with a couple of CECs. She also attended a meeting with Gannon representatives and Duane. She will proceed with exploring the Middle States Accreditation process.

Project Executive Update

Duane reported that he spent a good deal of time setting the Administrative Site up for Debra's June 1st start. He recognized Blue Stern for the donations of furniture, and assistance from inmates of the Warren County jail with the move. Potter County Education Council has been assisting with the IT set-up and installation.

The recent meeting with Gannon addressed GU needing to add a part-time admissions staff to assist with increased enrollments (due to Erie County's participation). They also discussed a state required teacher's aide certification program, which will be explored as a potential offering for the RRC. GU also offered assistance to the RRC in terms of utilizing their ERP (enterprise resource system), student-tracking systems, learning management software, etc during start-up.

There are upcoming meetings with Dr. Walker and Senator Laughlin at Edinboro's Porecco Campus, as well as with Penn College's Workforce Development and Continuing Education Department.

Duane reported that the South Street Administrative Center project has had some unexpected delays in progress. The architect has presented a higher price tag and the Warren-Forest Hi-Ed center has requested additional space. There may be more delays in delivering courses at the site, but the current Hi-Ed center location will remain available. The current space at 119 Market Street is adequate, but may need to expand to leasing the 2nd floor due to the delay with the South Street site.

Adjournment

The meeting adjourned at 12:10pm.

Minutes by Kate Brock, Secretary

