



**Board of Trustees Meeting Minutes  
April 9, 2020  
StarLeaf Video Connection  
3:00 p.m.**

**Attendees:**

Mrs. Kate Brock  
Mr. Hank LeMeur  
Mr. Doug Morley  
Mrs. Amanda Hetrick  
Mr. Andy Foyle  
Mr. Robert Esch  
Dr. Richard McDowell

Hon. Mary Jo White  
Mr. Greg Mahon  
Mrs. Susan Snelick  
Mr. Dennis Wilke  
Mr. Kevin Sprong  
Mr. Robert Kaemmerer  
Dr. Adrienne Dixon

**Administration/Staff**

Dr. Joseph Nairn  
Mr. Raymond Pring  
Mr. Rick Smith  
Dr. Linda Fleming  
Ms. Ann Nelson

**Absent**

Ms. Mary Bula

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-up Action Items</b>
<b>Call to Order</b>	Chairperson Brock called the meeting to order at 3:00 p.m.	
<b>Roll Call</b>	Ms. Nelson completed roll call. A meeting quorum was in attendance.	
<b>Public Comment</b>	No comments.	
<b>New Business</b>	<p><b>Consent Agenda</b> – Upon recommendation of the Academic Affairs Committee, Chairperson Brock asked for a motion to approve the following ten policies that made-up the Consent Agenda that was shared with the board on April 2, 2020:</p> <p>Policies for Approval:            NPRC 3045 Course Cancellation            NPRC 3050 Class Cancellation            NPRC 3205 Nondiscrimination            NPRC 3210 Student Rights and Responsibilities            NPRC 3215 Admission Standards and Guidelines            NPRC 3220 Standards of Academic Progress for Students            NPRC 3260 Student Grievance and Complaint            NPRC 3530 Credit Requirements for Academic Programs</p>	



	<p>Polices to be Repealed: NPRC 3420 Early Entry Students NPRC 3025 Assessment of Student Learning</p> <p>Chairperson Brock asked for a motion to approve the ten policies included in the Consent Agenda. Trustee White so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p><b>Covid-19 Update-</b> Members of administration briefed the board on the latest updates and how the college is responding to the pandemic.</p>	
<b>Standing Committees Reports and Recommended Actions</b>		
<u>Finance &amp; Audit Committee</u>	<p>A. Committee meeting minutes – were provided for the board’s information.</p> <p>B. <b>Annual Audit and Form 990</b> – Accountant reviewed and discussed the college’s prepared Annual Audit and Form 990 being presented to the board for approval.</p> <p>Chairperson Brock asked for a motion to approve the Annual Audit and Form 990. Trustee LeMeur so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>C. Financial Statements - Mr. Pring reviewed the financial information provided and answered/clarified questions regarding the documents, ending February 29, 2020.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending February 29, 2020. Trustee LeMeur so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>D. Facilities Update – Mr. Pring shared the fourth-floor renovations are nearly complete but are on hold due to the pandemic. The college is hoping to take possession in May. Mr. Pring also reported that the college continues to look at possible WFD and academic sites in the Erie and surrounding areas.</p>	



<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting minutes from the committee meeting were provided for reference and reviewed.	
<i>Harrisburg Update</i>	Trustee Mahon commented all activities at the State Capitol are pandemic or budget related.	
<u>Academic Affairs Committee</u>	See Consent Agenda.	
<u>Policy Development – Human Resources</u>	No report, however, Mr. Pring asked that this committee be reconvened due to a number of non-academic policies that will be forthcoming that will need committee and board approval.	
<u>College Advancement Committee</u>	President Nairn reported the Annual Report is in development.	
<u>PR and Marketing Committee</u>	Trustee Snelick gave a brief update regarding the committee’s recent meeting.	
<u>Nominating and Board Development Committee</u>	<b>NPRC 1005 – Shared Governance policy</b> was shared with the board for review and discussion as an informational item only. Board members offered their thoughts and suggestions. The policy will be placed on the May Board of Trustee meeting agenda for review and approval.	
<b>Task Force Committee Reports and recommended Actions</b>		
<u>President’s Report</u>	Dr. Nairn did not include a report at this time since he has been communicating so frequently re: the pandemic and how it relates to college activity.	
<u>VPASA Report</u>	Dr. Fleming reviewed her report and asked for any questions or comments.  Accreditation Update: The College has been assigned a VP by the accrediting body. Dr. Fleming and President Nairn are scheduled to meet with the VP tomorrow.  Dr. Fleming briefly reviewed the Workforce Development update included in the board packet.	



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<u>Advancement &amp; Eng. Report</u>	Mr. Smith reviewed his report and answered questions regarding the material.	
Erie Advisory Committee Update	Dr. Fleming updated the board on where the committee stands and next steps.	
<b>Adjourn</b>	Chairperson Brock thanked everyone for their efforts during this unprecedented time.  Chairperson Brock asked for a motion to adjourn the meeting. Trustee Morley so moved, second by Trustee Hetrick. The meeting adjourned at 11:40 a.m.	

*Respectfully submitted by:* Ann M. Nelson

***Signature on File***

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Hank LeMeur, Secretary of the Board

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Date