



**Board of Trustees Annual Meeting Minutes  
November 8, 2019  
Cobblestone Inn – St. Mary’s, PA  
9:00 a.m.**

**Attendees:**

**Present**

Hon. Mary Jo White  
Mr. Hank LeMeur  
Mr. Doug Morley  
Mrs. Amanda Hetrick  
Mr. Greg Mahon  
Mr. Andy Foyle  
Dr. Richard McDowell  
Ms. Mary Bula  
Mrs. Kate Brock  
Mrs. Susan Snelick  
Mr. Kevin Sprong

**Present via Phone**

Mr. Dennis Wilke

**Administration/Staff**

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

**Absent**

Mr. Robert Kaemmerer

<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 9:00 a.m.	
<b>Roll Call</b>	Ms. Nelson completed roll call. A meeting quorum was in attendance.	
<b>Approval of Minutes</b>	Minutes for October 11, 2019 were provided prior to the meeting.  Motion to approve minutes was made by Trustee Morley, second by Trustee Hetrick. The motion passed unanimously.	
<b>Public Comment</b>	No comments	
<b>New Business</b>	<b>A.Trustee Candidate Nomination</b> – Chairperson Brock made a motion to enter into Executive Session to discuss.	



Trustee White so moved, second by Trustee Foyle. The meeting entered executive session at 9:10am. The board came out of executive session at 9:30am.

Chairperson Brock made a motion to accept the appointment of Mr. Robert C. Esch to the board of trustees for a term beginning January 1, 2020 and ending December 31, 2020. Trustee Morley so moved, second by Trustee McDowell. The motion passed unanimously. Newly appointed Trustee Mr. Robert Esch will be sworn in at the January 2020 board meeting.

**B.Trustee Appointments or Re-Appointments to Terms**

– Chairperson Brock reviewed the Resolution with the list of trustees whose terms are to expire December 31, 2019. All expiring members are interested in serving another term.

Chairperson Brock made a motion to extend the terms of the following trustees to December, 31, 2022: M. Bula, H. LeMeur, K. Brock, S. Snelick, A. Foyle. Trustee Wilke so moved, second by Trustee Sprong. The motion passed unanimously.

**C.Election of Officers for 2020** – Chairperson Brock reviewed the resolution for the Election of Officers, and stated that officers serving now, are agreeable to serve an additional term, with the board’s approval. The board voted, and the following board officers were unanimously approved to serve for one year: Chairperson – Kate Brock; Vice-Chairperson – Amanda Hetrick; Secretary – Hank LeMeur.

The officers will be sworn in at the January 2020 board meeting.

**D.Trustee Meeting Frequency/Calendar** – the board reviewed a tentative draft calendar of a six-month board meeting option. After much discussion, the board decided to keep the meetings to an eleven-month meeting frequency, with no meeting in July.

**E.Strategic Objectives 20/21 Board Briefing Book** – Dr. Fleming reviewed the Strategic Objectives for 2020/2021 with the board. The board previously reviewed at the



	<p>November meeting. After some discussion, Chairperson Brock asked for a motion to approve, Trustee Mahon so moved, second by Trustee Snelick. The motion passed unanimously.</p>	
<b>Standing Committees Reports and Recommended Actions</b>		
<u>Finance &amp; Audit Committee</u>		
<i>Monthly Financial Reports &amp; Financial Documents</i>	<p><b>A. Committee meeting minutes</b> – were provided for the boards information.</p> <p><b>B. Financial Documents</b> - Mr. Pring reviewed the financial information provided and answered /clarified questions regarding the documents.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financials ending September 30, 2019. Trustee Wilke so moved, second by Trustee LeMeur. The motion passed unanimously.</p> <p><b>C. Facilities Update</b> – Mr. Pring gave a brief facility update.</p>	
<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	<p><b>A. Meeting minutes</b> from the committee meeting were reviewed.</p> <p><b>B. Committee Vacancies</b> – Chairperson Brock asked for volunteers to serve on the board committees that have been left vacant by recent resignations. Please let her know if you are interested to serve for 2020.</p>	
<i>Harrisburg Update</i>	<p>Trustee Mahon gave a brief report on recent activities in Harrisburg, including a letter written by Senator Scarnati to the PA State Board of Ed.</p>	
<u>Academic Affairs Committee</u>	<p>No report.</p>	



<u>Policy Development – Human Resources</u>	No report.	
<u>College Advancement Committee</u>	VP Smith shared the Donor Bill of Rights and Developing your Case for Support documents with the board. Mr. Smith asked for their information to be sent to either himself, or Ann, within the next week.	
<u>PR and Marketing Committee</u>	<p><b>A.1500 Media Relations Policy</b> - Trustee Bula and VP Smith presented the revised Media Relations Policy for approval.</p> <p>This Policy was not approved at the previous board meeting. Suggested changes have been added for your review and approval.</p> <p>Chairperson Brock asked for a motion to approve, Trustee Foyle so moved, second by Trustee McDowell. The motion passed unanimously.</p>	
<u>Nominating and Board Development Committee</u>	Report given under new business.	
<b>Task Force Committee Reports and recommended Actions</b>		
<u>Presidents Report</u>	Dr. Nairn reviewed his report and asked for any questions or comments.	
<u>VPASA Report</u>	Dr. Fleming reviewed her report and asked for any questions or comments.	
<u>Advancement &amp; Eng. Report</u>	Mr. Smith reviewed his report and answered questions regarding the material.	
<b>Workforce Development</b>		
<u>Workforce Development Update</u>	Dr. Fleming briefly reviewed the update included in the board packet.	
<b>Executive Session</b>	Chairperson Brock asked for a motion to enter into executive session at 10:30am to discuss personnel and	



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	legal matters. Trustee LeMeur so moved, second by Trustee Bula.  The board came out of executive session at 10:55 a.m.	
<b>Adjourn</b>	The meeting adjourned at 11:05 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