



**Board of Trustees Meeting Minutes  
September 13, 2019  
NPRC Administrative Offices – Warren, PA  
10:00 a.m.**

**Attendees:**

**Present**

Mr. Robert Kaemmerer  
Mr. Hank LeMeur  
Mr. Doug Morley  
Mrs. Amanda Hetrick  
Mr. Kevin Sprong  
Mr. Andy Foyle  
Dr. Richard McDowell

**Present via Phone**

Hon. Mary Jo White  
Mr. Ed Pitchford  
Mr. Dennis Wilke  
Ms. Mary Bula  
Mr. Greg Mahon

**Administration/Staff**

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

**Absent**

Mrs. Kate Brock  
Mrs. Susan Snelick

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-up Action Items</b>
<b>Call to Order</b>	Vice-Chairperson Hetrick called the meeting to order at 10:00 a.m.	
<b>Roll Call</b>	Ms. Nelson completed roll call. A meeting quorum was in attendance.	
<b>Executive Session</b>	Vice-Chairperson Hetrick asked for a motion to enter into executive session at 10:05am to discuss personnel matters. Trustee Morley so moved, second by Trustee Sprong.  The board came out of executive session at 11:00 a.m.	
<b>Approval of Minutes</b>	Minutes for August 9, 2019 were provided prior to the meeting.  Motion to approve minutes was made by Trustee Kaemmerer, second by Trustee McDowell. The motion was passed unanimously.	
<b>Public Comment</b>	No comments	



<b>New Business</b>	<p>A. Amended Spring Tuition Fee Schedule – the NPRC Proposed Tuition Rates and Fees were previously approved for the 2019/20 academic year. An amended schedule was presented for approval which includes adjusted college fees due to the fact that the college will be independent of Gannon University for the spring 2020 semester.</p> <p>Motion to approve the amended spring 2020 tuition rates and fees schedule was made by Trustee LeMeur, second by Trustee Kaemmerer. The motion was passed unanimously.</p> <p>B. DRAFT MOA Pitt Titusville – President Nairn shared a draft MOA between the college, Manchester Bidwell and Pitt Titusville. He has been asked by Pitt Titusville to sign the agreement on October 4, 2019. Board members were asked to review the agreement and offer any comments by October 1, 2019.</p>	
<b>Standing Committees Reports and Recommended Actions</b>		
<u>Finance &amp; Audit Committee</u>		
<i>Monthly Financial Reports as of 7/30/19 &amp; Financial Documents</i>	<p>A. Committee meeting minutes – were provided for the board’s information.</p> <p>B. Communications Consultant Contract – Mr. Pring reviewed a contract with SCS consultants the college recently entered into with Mr. Rick Smith, consultant and Interim VP of Advancement and Mr. Smith was introduced.</p> <p>C. Financials - There was an unforeseen error loading the financial documents. These documents will be added to the next meeting agenda for review, comment and approval.</p>	
<u>Executive Committee - Legislative Affairs</u>		



<u>Executive Committee</u>	Meeting minutes from the committee meeting were reviewed.	
<u>Harrisburg Update</u>	No report.	
<u>Academic Affairs Committee</u>	No report.	
<u>Policy Development – Human Resources</u>	No report.	
<u>College Advancement Committee</u>	No report.	
<u>PR and Marketing Committee</u>	An NPRC Advertorial that was recently placed in the Erie Times News was shared with board members. Mr. Smith asked for any comments or feedback on the document.	
<u>Nominating and Board Development Committee</u>	<ul style="list-style-type: none"> <li>A. Meeting minutes from the committee meeting were shared.</li> <li>B. BOT Self-Assessment Survey – Trustee Hetrick reminded the board to complete the survey by 9.25.19.</li> <li>C. Annual Meeting – the date has been set for the BOT annual meeting/retreat – November 7 &amp; 8, 2019 in St. Mary’s PA. The committee is working on the agenda and details will be shared at an upcoming meeting.</li> </ul>	
<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>	<p>Dr. Teachman reviewed her report and asked for any questions or comments.</p> <p>An update on Enrollment was also included in your meeting packets. The board asked for more extensive reports in the future that include workforce development. Dr. Teachman will include additional information going forward.</p>	



<b>Operational update on Gannon Program and Workforce Development</b>		
<u>Workforce Development Update</u>	Dr. Fleming briefly reviewed each update included in the board packet	
<u>Gannon Transition Update</u>	The college continues to have a great relationship with Gannon as we strive to become independent.	
<b>Vice-Chair Report</b>	<p>Trustee Pitchford previously indicated that he was resigning from the board in December 2019. He has since indicated that today will be his final meeting. The board thanked him for his service and plan to recognize him at a later date for his accomplishments and service.</p> <p>President Nairn asked the board to consider granting Emeritus Status to Trustee Pitchford.</p> <p>The board discussed and agreed. Trustee Hetrick asked for a motion to grant Trustee Pitchford Emeritus Status. Trustee McDowell so moved, second by Trustee Foyle. The motion was passed unanimously.</p> <p>Recognition plans will be shared at a future board meeting.</p>	
<b>Adjourn</b>	The meeting adjourned at 12:05 p.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