



**Board of Trustees Meeting Minutes
June 12, 2020
StarLeaf Video Connection
10:00 a.m.**

Attendees:

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

Hon. Mary Jo White
Mr. Greg Mahon
Mrs. Susan Snelick
Mr. Dennis Wilke
Ms. Mary Bula
Mr. Andy Foyle

Administration/Staff

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

Absent

Mr. Kevin Sprong
Mr. Robert Kaemmerer

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock called the meeting to order at 10:00 a.m.	
Roll Call	Ms. Nelson completed roll call. A meeting quorum was in attendance.	
Public Comment	No comments.	
Student Story	Miss Lily Morse, NPRC Student, Warren PA spoke to the board regarding her college experience.	
Meeting Minutes	The meeting minutes from the May 8, 2020 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the May 8, 2020 meeting minutes. Trustee Hetrick so moved, second by Trustee LeMeur. The motion passed unanimously.	
New Business	A. Virtual Live Tour of the NPRC Fourth-Floor Offices – Gary Sawtelle, IT Director led a virtual live tour of the new college offices located on the fourth floor of the PNC Bank Building. B. July Board meeting – Upon recommendation from the Executive Committee, a July board	



	<p>meeting is necessary and will be held on the second Friday of the month, July 10, 2020 at 10am. The Executive Committee will consider August as the month off with no meeting, depending on college needs.</p> <p>C. Covid-19 Update- Members of administration briefed the board on the latest updates and how the college is responding to the pandemic. A COVID Task Force has been assembled to create a reopening plan for the college among other virus related items.</p>	
Standing Committees Reports and Recommended Actions		
<u>Finance & Audit Committee</u>	<p>A. Committee meeting minutes – were provided for the board’s information.</p> <p>B. Financial Statements - Mr. Pring reviewed the financial information provided and answered/clarified questions regarding the documents, ending April 30, 2020.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending April 30, 2020. Trustee Wilke so moved, second by Trustee Bula. The motion passed unanimously.</p> <p>C. Facilities Update –Mr. Pring reported that the college continues to look at possible WFD and academic sites in the Erie, Coudersport, 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 on the various activities over the past month at the State Capitol.	
<u>Academic Affairs Committee</u>	The committee will be meeting soon to review additional academic policies to be presented at the July meeting.	



<u>Policy Development – Human Resources</u>	Mr. Pring reported there will be many Policies up for review/approval at the next board meeting.	
<u>College Advancement Committee</u>	President Nairn and Mr. Smith shared and discussed the latest draft of the Annual Report. Mr. Smith asked that any comments or suggestions be sent to him for consideration.	
<u>PR and Marketing Committee</u>	Trustee Bula commented on various activities the college marketing dept has been working on that the committee has reviewed. Mr. Smith shared a draft of the direct mail postcard that will be sent to a targeted list. Mr. Smith also shared the Media Release Statement that will be used in the event of inquiries re: the Erie Community College decision.	
<u>Nominating and Board Development Committee</u>	No report, but the committee plans to meet in August.	
Task Force Committee Reports and recommended Actions		
<u>President’s 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.	
Erie Advisory Committee Update	No report.	
Interim VP Advancement Report	Mr. Smith shared a PowerPoint Presentation which included updates from the Marketing department as well as the new commercials that will air soon.	
Executive Session	Chairperson Brock asked for a motion to enter into Executive Session to discuss personnel & legal matters. Trustee Morley so moved, second by Trustee Bula. The board entered into executive Session at 12:10 p.m.	
Adjourn	The board came out of executive session at 12:35 p.m. Chairperson Brock asked for a motion to approve the new employment contract for President Nairn as presented by the Executive Committee; Trustee Foyle so	



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	<p>moved, second by Trutee LeMeur. All were in favor and the motion carried.</p> <p>Chairperson Brock asked for a motion to adjourn the meeting. Trustee Wilke so moved, second by Trustee Bula. The meeting adjourned at 12:37 p.m.</p>	
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Respectfully submitted by: Ann M. Nelson

Hank LeMeur, Secretary of the Board

Date