



**Board of Trustees Meeting Minutes
May 8, 2020
StarLeaf Video Connection
10:00 a.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. Robert Kaemmerer
Mr. Kevin Sprong
Ms. Mary Bula

Administration/Staff

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

Absent

Dr. Adrienne Dixon
Mr. Dennis Wilke

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.	
Meeting Minutes	The meeting minutes from the April 9, 2020 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the April 9, 2020 meeting minutes. Trustee Foyle so moved, second by Trustee LeMeur. The motion passed unanimously.	
New Business	A. Strategic Plan Revision – Dr. Fleming discussed the need to revise the college’s current Strategic Plan to more directly reflect the college’s mission and alignment with the needs of accreditation. B. Interim VP Advancement Report – Mr. Smith reviewed his report included in the portal which includes the many projects that are being brought to fruition.	



	<p>C. Consent Agenda - Upon recommendation of the Academic Affairs Committee, Chairperson Brock asked for a motion to approve the following fourteen policies that made-up the Consent Agenda that was shared with the board on May 1, 2020:</p> <p>New or Revised Policies to be Approved:</p> <ul style="list-style-type: none"> NPRC-3000 Academic Freedom NPRC-3225 Educational Code of Conduct NPRC-3235 Behavioral Code of Conduct NPRC-3237 Suspension and Expulsion NPRC-3240 Educational Rights and Privacy NPRC-3245 Assignment of Grades NPRC-3246 Academic Forgiveness NPRC-3250 Requirements for Completion of Academic Programs NPRC-3311 Instructor Code of Conduct NPRC-3415 Administrative Withdrawal NPRC-3430 Educational Leave NPRC-3510 Credit Hour Assignment NPRC-3515 Prior Learning Credit <p>Policies to be Repealed:</p> <ul style="list-style-type: none"> NPRC 4415 - Administrative Removal from Non-Credit Courses and Programs <p>Chairperson Brock asked for a motion to approve the thirteen policies, and repeal one, included in the Consent Agenda. Trustee Hetrick so moved, second by Trustee White. The motion passed unanimously.</p> <p>Covid-19 Update- Members of administration briefed the board on the latest updates and how the college is responding to the pandemic. A decision has been made to continue remote learning through summer and fall 2020 semesters. Administration will revisit in November for the spring 2021 semester.</p>	
<p>Standing Committees Reports and Recommended Actions</p>		
<p><u>Finance & Audit Committee</u></p>	<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 February 29, 2020.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending March 31, 2020. Trustee LeMeur so moved, second by Trustee Esch. The motion passed unanimously.</p> <p>C. Facilities Update – Mr. Pring shared the fourth-floor renovations should be completed today and the college expects to take possession very soon. Mr. Pring also reported that the college continues to look at possible WFD and academic sites in the Erie, Coudersport, and surrounding areas.</p> <p>D. Insurance Renewal update – Mr. Pring reported June 1, 2020 is the health insurance renewal date for the college which includes a 2% increase to all participants.</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>	See Consent Agenda.	
<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 reported the Annual Report is in development.	
<u>PR and Marketing Committee</u>	Trustee Bula commented on Mr. Smith’s report given earlier in the meeting.	
<u>Nominating and Board Development Committee</u>	NPRC 1005 – Shared Governance policy – Board members reviewed the policy noting their concerns over some of the content.	



	After much deliberation and discussion, Chairperson Brock asked for a motion to approve NPRC 1005 Shared Governance Policy as presented. Trustee Hetrick so moved, second by Trustee Mahon. The motion passed unanimously.	
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.	
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 adjourn the meeting. Trustee Hetrick so moved, second by Trustee Morley. The meeting adjourned at 12:35 p.m.	

Respectfully submitted by: Ann M. Nelson

Hank LeMeur, Secretary of the Board

Date