



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

Attendees:

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

Mr. Kevin Sprong
Mr. Greg Mahon
Mrs. Susan Snelick
Mr. Dennis Wilke

Administration/Staff

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

Absent

Hon. Mary Jo White
Mr. Robert Kaemmerer
Mrs. Amanda Hetrick
Ms. Mary Bula

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	Ms. Tesla Moore, NPRC Alumni discussed how her college experience impacted her life and career path.	
Meeting Minutes	The meeting minutes from the June 12, 2020 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the June 12, 2020 meeting minutes. Trustee Foyle so moved, second by Trustee LeMeur. The motion passed unanimously.	
New Business	A. Consent Agenda – Upon recommendation of the Academic Affairs and Ad-Hoc Policy committees, the following eleven policies are presented as one item for approval: NPRC 3310 Professional and Educational Requirements for Instructors	



	<p>NPRC 3320 Faculty Expectations and Workload NPRC 3330 Faculty Evaluation NPRC 8015 Assessment Payment Refund Tuition Fees NPRC 2007 New Employee Introductory Period NPRC 2100 Background and Reference Checks NPRC 2106 Confidentiality NPRC 2108 Smoking and Tobacco Use NPRC 2907 Employee Phone and Device NPRC 2909 Employment Verification Policy to be Repealed: NPRC 3315 Professional Development for Faculty</p> <p>Chairperson Brock asked for a motion to approve the above eleven policies presented as a consent agenda item. Trustee Morley so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>B. Proposed Amendment to ByLaws – the proposed changes to amend the current ByLaws were presented as notification. The board will be asked to vote on the amended changes at the next scheduled board of trustee meeting.</p> <p>C. August Board meeting – the Executive Committee decided to cancel the August board meeting date due to the board meeting in July this year.</p> <p>D. Erie County Community College- President Nairn shared the final order on the Erie Community College Plan as an informational item only.</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 May 31, 2020.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending</p>	



	<p>May 31, 2020. Trustee Wilke so moved, second by Trustee Sprong. 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 the boards information.	
<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>	<p>Mr. Pring reviewed the two policies up for consideration at today’s meeting for approval. The two policies were not included in the consent agenda due to timing.</p> <p>NPRC 2109 Employee Drug and Alcohol Testing NPRC 2112 Employee Grievance</p> <p>Chairperson Brock asked for a motion to approve the above two policies presented. Trustee Esch so moved, second by Trustee LeMeur. The motion passed unanimously.</p>	
<u>College Advancement Committee</u>	President Nairn and Mr. Smith shared and discussed the final edition of the inaugural Annual Report. the report will be accessible via the college website as well as in paper copy.	
<u>PR and Marketing Committee</u>	Mr. Smith shared the NPRC Youtube Ad Performance per county per video with the board and stated he is pleased with the results.	
<u>Nominating and Board Development Committee</u>	Dr. Fleming discussed the standard for accreditation expectations for board advocacy.	
Task Force Committee Reports		



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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.	
Adjourn	Chairperson Brock asked for a motion to adjourn the meeting. Trustee LeMeur so moved, second by Trustee Sprong. The meeting adjourned at 12:07 p.m.	

Respectfully submitted by: Ann M. Nelson

Signature on File

Hank LeMeur, Secretary of the Board

Date