



**Board of Trustees Meeting Minutes
September 11, 2020
Warren Admin Office/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

Ms. Mary Bula
Mr. Greg Mahon
Mrs. Amanda Hetrick
Mr. Dennis Wilke
Hon. Mary Jo White
Mr. Robert Kaemmerer

Administration/Staff:

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

Absent:

Mrs. Susan Snelick
Mr. Kevin Sprong

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.	
Moment of Silence	A moment of Silence was recognized for the events that transpired on 9.11.2001.	
Meeting Minutes	The meeting minutes from the July 10, 2020 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the July 10, 2020 meeting minutes. Trustee Foyle so moved, second by Trustee Hetrick. The motion passed unanimously.	
New Business	A. Covid#19 Update – Mr. Pring and Ms. Pecora, guest for this item, presented an update on the work of the college’s Covid Task Force. B. Amendment to College ByLaws – the proposed changes to amend the current ByLaws were	



	<p>presented to board members prior to today’s meeting. Chairperson Brock reviewed and explained the proposed changes. She further explained a vote of two/third was required to pass.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the amended college bylaws as presented, dated and effective September 11, 2020. Trustee LeMeur so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>C. Five-Year Strategic Plan – the five-year plan was shared with board members for their review and approval. Dr. Fleming discussed the need and process of how the plan was developed and the actions of how the plan came to be and presented today.</p> <p>Following comment and discussion, Chairperson Brock asked for a motion to approve the Five-Year Strategic Plan. Trustee LeMeur so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>D. NPRC Connects – Mr. Smith presented the latest media advertisements in the NPRC Connect series.</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 June 30, 2020.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending June 30, 2020. Trustee Hetrick so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>C. Facilities Update –Mr. Pring reported the college is expecting to enter into a lease agreement soon</p>	



	for space in Erie, PA for college offices and both academic and WFD classes.	
<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting minutes from the committee meeting were provided for the board information. Chairperson Brock stated the board officers will be meeting with President Nairn to review his annual evaluation.	
<i>Harrisburg Update</i>	Trustee Mahon commented on the various activities over the past month at the State Capitol.	
<u>Academic Affairs Committee</u>	No report.	
<u>Policy Development – Human Resources</u>	Mr. Pring expects to have policies to present for approval at the October board meeting.	
<u>College Advancement Committee</u>	Mr. Smith reviewed a PPT presentation updating the board on advancement and public relations and marketing.	
<u>PR and Marketing Committee</u>	Trustee Bula commented the committee had met this week and meeting minutes from the July committee meeting were included for your reference.	
<u>Nominating and Board Development Committee</u>	Chairperson Brock reported the committee has been meeting and reviewed the committee actions. The next meeting is scheduled at the end of September. Board membership will be on the agenda and the committee would appreciate any recommendations to fill the upcoming vacancies.	
Task Force Committee Reports and recommended Actions		
<u>President’s Report</u>	Dr. Nairn reviewed his report and asked for any questions or comments.	



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<u>VPASA Report</u>	Dr. Fleming reviewed her report and asked for any questions or comments.	
Erie Advisory Committee Update	The committee will be meeting soon. Dr. Fleming will include an update at the October board meeting.	
VP IA CR Report	Mr. Smith previously presented his report.	
Adjourn	Chairperson Brock asked for a motion to adjourn the meeting. Trustee LeMeur so moved, second by Trustee Foyle. The meeting adjourned at 11:50 a.m.	

Respectfully submitted by: Ann M. Nelson

Signature on file

9.11.2020

Hank LeMeur, Secretary of the Board

Date