



**Board of Trustees Meeting Minutes
October 9, 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
Mrs. Susan Snelick
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:

Mr. Dennis Wilke
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.	
Meeting Minutes	<p>The meeting minutes from the September 11, 2020 Board of Trustees meeting were presented for approval.</p> <p>Chairperson Brock asked for a motion to approve the September 11, 2020 meeting minutes. Trustee Foyle so moved, second by Trustee Hetrick. The motion passed unanimously.</p>	
New Business	<p>A. Student Services Presentation – Ms. Jennifer Cummings-Tutmaher, Director of Enrollment and Student Services and Dr. Linda Fleming, VP Academic and Student Affairs presented on the responsibilities and functions of the student services department.</p> <p>B. Consent Agenda – Upon recommendation of the Finance and Audit Committee, the following nine policies are presented as one item for approval:</p>	



	<p>NPRC 1020 Right-to-Know NPRC 2400 College Employee Holidays NPRC 2406 Funeral-Bereavement Leave NPRC 1108 Policy Development & Review NPRC 6017 Purchase and Procurement NPRC 6018 RFP Competitive Bidding NPRC 6019 College Issued Credit Cards NPRC 6230 Disposal Of College Property NPRC 6231 Identification Of College Property</p> <p>Chairperson Brock asked for a motion to approve the above nine policies presented as one consent agenda item. Trustee Morley so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>C. College Climate Survey – Dr. Fleming shared the results of the college’s recent, first climate survey. Employees were surveyed with a myriad of questions, which ended with 31/32 responding. Over all the results were favorable and the administration is pleased with the outcome.</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 July 31, 2020.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending July 31, 2020. Trustee Hetrick so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>C. Facilities Update –Mr. Pring reported the college has entered into a lease agreement for a facility in Erie, PA for college offices and both academic and WFD classes.</p>	



<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting minutes from the committee meeting were provided for the board 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>	No report.	
<u>Policy Development – Human Resources</u>	No report.	
<u>College Advancement Committee</u>	No report.	
<u>PR and Marketing Committee</u>	Trustee Bula commented the committee had met this week and meeting minutes were included for your reference.	
<u>Nominating and Board Development Committee</u>	Chairperson Brock reported the committee continues to meet and reviewed the committee meeting minutes. The annual retreat and board membership will be on the upcoming committee 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.	
<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 gave a verbal report regarding the activities in his department over the past month.	
Executive Session & Adjournment	Chairperson Brock asked for a motion to adjourn the meeting & enter into executive session to discuss	



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	personnel and legal matters. Trustee LeMeur so moved, second by Trustee Foyle. The meeting adjourned at 11:40 a.m.	
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Respectfully submitted by: Ann M. Nelson

Signature on File

11.13.2020

Hank LeMeur, Secretary of the Board

Date