



**Board of Trustees Meeting Minutes
February 12, 2021
Conewango Club, Warren, PA & ZOOM Connection
10:00 a.m.**

Attendees:

Ms. Kate Brock
Mr. Hank LeMeur
Mr. Duane Vicini
Mr. Andy Foyle
Dr. Adrienne Dixon
Mr. Robert Esch

Mr. Dennis Wilke
Mr. Greg Mahon
Ms. Amanda Hetrick
Ms. Amy Shields
Ms. Jeanne Morley
Ms. Mary Bula
Mr. Mario Fontanazza

Administration/Staff:

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

Absent:

Honorable MaryJo White

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 January 8, 2021 Board of Trustees meeting were presented for approval.</p> <p>Chairperson Brock asked for a motion to approve the January 8, 2021 meeting minutes with one noted change to the motion following executive session. The name of the trustee who resigned in December is to be included. Trustee Foyle so moved, second by Trustee Esch. The motion passed unanimously.</p>	
New Business	<p>A. Oath of Office Chairperson Brock welcomed new trustee Mr. Mario Fonatanazza whose term began 1.1.2021. Chairperson Brock administered the Oath of Office which Mr. Fontanazza accepted.</p> <p>B. Five-year Strategic Plan update – Dr. Fleming presented via PowerPoint on the KPIs for the academic and student affairs division and asked</p>	



	<p>for any questions. The trustees thanked Dr. Fleming and appreciated the update.</p> <p>C. Firefighter contracts – political contribution form reminder – Chairperson Brock reminded the trustees to complete the previously sent form if applicable and return to Ms. Nelson.</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 December 31, 2020.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending December 31, 2020. Trustee Bula so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>C. Facilities Update –Mr. Pring discussed recent activities regarding the Erie and Pitt Titusville facilities. A possible Coudersport facility was also discussed. More information will be shared as plans progress.</p>	
<u>Executive Committee</u>		
<i>Executive Committee</i>	<p>A. Meeting minutes from the committee meeting were provided for the board’s information.</p> <p>B. Non-Employee Conflict of Interest Disclosure Summary - Trustees were previously supplied with the Policy and Statement/Disclosure form for their completion. The executive committee reviewed all forms and provided the trustees with a summary of those members disclosing a conflict.</p> <p>C. Presidential Search Procedure – trustees reviewed the procedure and discussed. The</p>	



	<p>need for such a procedure came to fruition when President Nairn announced his retirement. After review and discussion, Chairperson Brock asked for a motion to approve the Presidential Search Procedure. Trustee Bula so moved, second by Trustee Foyle. The motion passed unanimously.</p>	
<i>Harrisburg Update</i>	Trustee Mahon commented on the various activities over the past month at the State Capitol.	
<u>Academic Affairs Committee</u>	December 3, 2020 committee meeting minutes were provided for the board's information.	
<u>Policy Development – Human Resources</u>	No report.	
<u>College Advancement Committee</u>	<p>A. Trustee Esch commented the committee had met and would be meeting on a regular basis.</p> <p>B. Case for Support Worksheet – Mr. Smith reviewed the worksheet and stressed the importance of board completion/participation. Please complete and return to Mr. Smith or Ms. Nelson as soon as possible. Your consideration is greatly appreciated.</p>	
<u>PR and Marketing Committee</u>	Meeting minutes from the January 4, 2021 committee meeting were provided for the board's information.	
<u>Nominating and Board Development Committee</u>	No report.	
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	President Nairn reviewed his report that was included for trustee information.	
<u>VPASA & WFD Report</u>	Dr. Fleming reviewed her report that was included for trustee information.	
Erie Advisory Committee Update	The committee has not met. Dr. Fleming will include an update at an upcoming meeting.	
Rural Advisory Committee Update	The committee has not met. Dr. Fleming will include an update at an upcoming meeting.	



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VP IA CR Report	Brief verbal report shared.	
Executive Session & Adjournment	<p>Chairperson Brock asked for a motion to adjourn the meeting & enter into executive session to discuss personnel and legal matters. Trustee Foyle so moved, second by Trustee Vicini. The board entered into executive session at 12:00 p.m.</p> <p>The board came out of executive session at 12:15 p.m. Chairperson Brock asked for a motion to adjourn the board of trustee meeting. Trustee LeMeur so moved, second by Trustee Hetrick. The meeting adjourned at 12:15 p.m.</p>	

Respectfully submitted by: Ann M. Nelson

Signature on file

Hank LeMeur, Secretary of the Board

Date