



**Board of Trustees Meeting Minutes
January 8, 2021
StarLeaf Video Connection
10:00 a.m.**

Attendees:

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

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

Administration/Staff:

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

Absent:

Mr. Mario Fontanazza

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 December 11, 2020 Board of Trustees meeting were presented for approval.</p> <p>Chairperson Brock asked for a motion to approve the December 11, 2020 meeting minutes. Trustee Foyle so moved, second by Trustee Esch. The motion passed unanimously.</p>	
New Business	<p>A. Presentation- Career Services office at NPRC: Director of Career Services, Dr. Eileen Goodling presented to members regarding the role of the newly formed career services office.</p> <p>B. Oath of Office Chairperson Brock welcomed the new trustees whose terms began 1.1.2021 and asked all present to introduce themselves. Following the introductions, Chairperson Brock administered the swearing in of the following new members:</p>	



	<p>Ms. Jeanne Morley; Ms. Amy Shields and Mr. Duane Vicini. Following the above acceptance of the new trustees, Ms. Nelson administered the Oath of Office to the 2021 elected board officers: Chairperson – Kate Brock Vice-chairperson – Amanda Hetrick Secretary – Hank LeMeur All officers accepted the oath of office effective 1.1.2021 through 12.31.2021.</p> <p>C. Student Demographic Data and Institutional Committees presentation – Dr. Fleming presented via PowerPoint on the data and committees and asked for any questions. The trustees appreciated the information and found it to be very interesting.</p> <p>D. 2021 BOT Committee Structure – the committee structure for 2021 was shared with trustees for review and approval. Chairperson Brock thanked trustees for their willingness to serve.</p> <p>Chairperson Brock asked for a motion to approve the board committee structure for 2021. Trustee LeMeur so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>E. Annual Conflict of Interest Policy review/statement submission – Trustees were supplied with the Policy and Statement/Disclosure form for their review and completion. Chairperson Brock asked that all forms be returned to Ms. Nelson by 2.2.2021 for review by the executive committee. Any trustee disclosures will be presented at the February board meeting.</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</p>	



	<p>answered/clarified questions regarding the documents, ending November 30, 2020.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending November 30, 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 - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting minutes from the committee meeting were provided for the board’s 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>	A. 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.	
<u>PR and Marketing Committee</u>	Meeting minutes from the 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>	Brief verbal report shared.	
<u>VPASA Report</u>	Brief verbal report shared.	
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.	
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. The board came out of executive session at 12:15 p.m.</p> <p>Chairperson Brock asked for a motion to accept the resignation of board of trustee member Ms. Susan Snelick effective December 31, 2020. Trustee Vicini so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>Chairperson Brock asked for a motion to adjourn the 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