**Board of Trustees Meeting Minutes**

**March 12, 2021**

**Administrative Offices, Warren, PA & ZOOM Connection**

**10:00 a.m.**

**Attendees: Administration/Staff: Absent:**

Ms. Kate Brock Mr. Dennis Wilke Dr. Joseph Nairn Honorable MaryJo White

Mr. Hank LeMeur Mr. Greg Mahon Mr. Raymond Pring

Mr. Duane Vicini Ms. Amanda Hetrick Mr. Rick Smith

Mr. Andy Foyle Ms. Amy Shields Dr. Linda Fleming

Dr. Adrienne Dixon Ms. Jeanne Morley Ms. Ann Nelson

Mr. Robert Esch Ms. Mary Bula

Mr. Mario Fontanazza

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| **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** | The meeting minutes from the February 12, 2021 Board of Trustees meeting were presented for approval.  Chairperson Brock asked for a motion to approve the February 12, 2021 meeting minutes Trustee LeMeur so moved, second by Trustee Hetrick. The motion passed unanimously. |  |
| **Executive Session** | 1. Chairperson Brock asked for a motion to enter into executive session to discuss personnel and legal matters associated with the college. Trustee Vicini so moved, second by Trustee Foyle. The board of trustees entered into executive session at 10:05 a.m.   The board of trustees came out of executive session at 10:15 a.m. with no voting outcome and resumed the regular meeting. |  |
| **New Business** | 1. 2021-2022 Proposed Tuition Rates and Fees **–** the proposed tuition rates and fees were provided for trustee review and comment. VP Pring shared the reasoning behind keeping the rates and fees the same as last year, with no increase.   Following discussion, Chairperson Brock asked for a motion to approve the Tuition Rates and Fees for the 2021/22 academic year. Trustee Vicini so moved, second by Trustee Hetrick. The motion passed unanimously. |  |
| **Standing Committees Reports and Recommended Actions** |  |  |
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| Finance & Audit Committee | 1. Committee meeting minutes – were provided for the board’s information. 2. Financial Statements - Mr. Pring reviewed the financial information provided and answered/clarified questions regarding the documents, ending January 31, 2021.   After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending January 31, 2021. Trustee Shields so moved, second by Trustee Foyle. The motion passed unanimously.   1. Facilities Update –Mr. Pring discussed recent activities regarding the Erie and Pitt Titusville facilities. A possible Coudersport facility was also discussed. Pictures from the newly renovated Erie facility were shared. Soft and hard openings for this facility were also discussed. 2. DRAFT Proposed Operating Budget - for your review & information – the draft document was included for review only and will be presented for approval at an upcoming board meeting. |  |
| Executive Committee |  |  |
| *Executive Committee* | 1. Meeting minutes from the committee meeting were provided for the board’s information. 2. Office of the President Job Description – upon recommendation of the executive committee, trustees were provided with a draft job description for consideration for the office of the president.   After review and discussion, Chairperson Brock asked for a motion to approve the job description. Trustee Hetrick so moved, second by Trustee Dixon. The motion passed unanimously. |  |
| *Harrisburg Update* | Trustee Mahon commented on the various activities over the past month at the State Capitol. |  |
| Academic Affairs  Committee | No report. |  |
| Policy Development – Human Resources | No report. |  |
| College Advancement  Committee | No report; however the committee is planning to meet to review policies and the CASE statement pertaining to advancement. |  |
| PR and Marketing  Committee | Meeting minutes from the previous committee meeting were provided for the board’s information. |  |
| Nominating and  Board Development  Committee | No report. |  |
| **Task Force Committee Reports and recommended Actions** |  |  |
| President’s Report | President Nairn reviewed his report that was included for trustee information. |  |
| VPASA & WFD Report | 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. |  |
| VP IA CR Report | Mr. Smith reviewed his report noting items of interest the marketing and advancement departments are working on. |  |
| **Adjournment** | 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 11:45 a.m. |  |

*Respectfully submitted by:* Ann M. Nelson

***Signature on File******April 9, 2021***

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Henri LeMeur, Secretary of the Board Date