

Board of Trustees Meeting Minutes
April 9, 2021
Administrative Offices, Warren, PA & ZOOM Connection
10:00 a.m.

Attendees:

Ms. Kate Brock
 Mr. Hank LeMeur
 Mr. Duane Vicini
 Mr. Andy Foyle
 Mr. Robert Esch
 Ms. Mary Bula

Mr. Dennis Wilke
 Mr. Greg Mahon
 Ms. Amanda Hetrick
 Ms. Amy Shields

Administration/Staff:

Dr. Joseph Nairn
 Mr. Raymond Pring
 Mr. Rick Smith
 Ms. Ann Nelson
Guest: Ms. Susan Snelick

Absent:

Ms. Jeanne Morley
 Mr. Mario Fontanazza
 Dr. Adrienne Dixon
 Dr. Linda Fleming

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 March 12 and March 26, 2021 Board of Trustees meetings were presented for approval.</p> <p>Chairperson Brock asked for a motion to approve the March 12 and March 26, 2021 meeting minutes. Trustee Esch so moved, second by Trustee Vicini. The motion passed unanimously.</p>	
New Business	<p>A. Auditor Presentation & Discussion – Audit and Form 990 ending June 2020.</p> <p>College Auditor, Justin Zelman joined via Zoom to present the audit and form 990 and discuss. Mr. Zelman stated there were no found issues leading to a clean audit.</p> <p>Chairperson Brock thanked Mr. Zelman for joining today and for his work on the Audit and Form 990.</p>	

The June 2020 financials were also presented for approval.

Chairperson Brock asked for a motion to approve the financials ending June 30, 2020. Trustees Vicini and Trustee Shields abstained since they were not members of the board of trustees at that time. Trustee LeMeur so moved, second by Trustee Hetrick. The motion passed with eight trustees in favor, and two abstained.

Chairperson Brock asked for a motion to approve the College Audit ending June 30, 2020. Trustee LeMeur so moved, second by Trustee Foyle. The motion passed unanimously.

Chairperson Brock asked for a motion to approve the Form 990. Trustee LeMeur so moved, second by Trustee Hetrick. The motion passed unanimously.

B. NPRC Early Childhood Education Presentation – College Instructor, Ms. LeighAnne Kraemer-Naser presented on the ECE program at the college. Trustees thanked her for her time and for the great work she is doing for the program and the students.

C. Consent Agenda upon recommendation of the Finance and Audit Committee – Three financial aid related policies were presented for approval. Mr. Pring briefly reviewed and asked for permission to be able to change policy numbers, as the policies and needs of the college evolves. The content would not change, only some of the numbers to better be categorized within the organization.

Chairperson Brock asked for a motion to approve the three policies in the consent agenda and to permit Mr. Pring to adjust policy numbers as needed without board approval. Trustee LeMeur so moved, second by Trustee Shields. The motion passed unanimously.

D. Resolution approving Susan R. Snelick, President – Chairperson Brock welcomed Ms. Snelick to the meeting as a guest and thanked her for joining as well as for accepting the offer to serve as the college's next president. A resolution appointing Ms. Snelick as the college's next president was presented.

	<p>Chairperson Brock asked for a motion to approve. Trustee Hetrick so moved, second by Trustee Foyle. The motion passed unanimously. Ms. Snelick thanked the board for the appointment and that she is looking forward to working with everyone.</p> <p>E. Trustee Resignation – Chairperson Brock shared with the board that Trustee Mary Jo White has resigned as a member of the board effective today and read her resignation letter. The board will plan to recognize her service at an upcoming meeting.</p> <p>Chairperson Brock asked for a motion to accept Trustee White’s letter of resignation. Trustee Vicini so moved, second by Trustee Esch. The motion was accepted and passed unanimously. Comments ensued regarding the dedication and service Ms. White brought to the board and look forward to a proper recognition.</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 February 28, 2021.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending February 28, 2021. Trustee LeMeur so moved, second by Trustee Vicini. The motion passed unanimously.</p> <p>C. Facilities Update –Mr. Pring discussed recent activities regarding the Erie and Pitt Titusville facilities. The Erie facility is scheduled to open for office use on May 3. Board members discussed a ribbon cutting ceremony/open house for the new facility. Discussion also ensued around the possibility of linking both to a future BOT</p>	

	meeting at the facility. Chairperson Brock will pursue and follow-up.	
<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. Ad-Hoc facilities planning committee of the board – trustees discussed the possibility and need for such a committee and what it might look like as well as it's purpose. The discussion will continue in committees to explore the possibility. Recommendations will be brought back to the board at a future meeting.</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>	No report – rescheduling due to death in VP Fleming's family.	
<u>Policy Development – Human Resources</u>	No report – twelve HR related policies coming soon for consideration.	
<u>College Advancement Committee</u>	No report – however the committee is planning to meet in early May to review policies and the CASE statement.	
<u>PR and Marketing Committee</u>	Meeting minutes from the previous committee meeting were provided for the board's information. Ms. Bula commented the marketing plan will be coming soon.	
<u>Nominating and Board Development Committee</u>	No report – however the committee is planning to meet soon. One agenda item will be the need to fill the two vacant board seats. Please let Chairperson Brock know of any potential trustee candidate recommendations.	
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	President Nairn reviewed his final report as the college's president that was included for trustee information and thanked everyone for their commitment and service throughout his tenure.	

<u>VPASA & WFD Report</u>	Dr. Fleming was absent due to a death in her family. Trustees reviewed her report which was included in the meeting materials.	
Erie Advisory Committee Update	No report - The committee has not met.	
Rural Advisory Committee Update	No Report - The committee has not met.	
VP IA CR Report	Mr. Smith gave a verbal report noting items of interest the marketing and advancement departments are working on.	
Board Recognition	Board of Trustee Recognition of Retiring Founding President Nairn – Chairperson Brock presented Dr. Nairn with a resolution recognizing his accomplishments and four-years of service to the college. A special fun resolution was also presented to Dr. Nairn for his dog Tela, and her years of bringing joy to employees of the college. Trustees thanked Dr. Nairn and wished him well as he begins his retirement. Chairperson Brock reminded all of the lunch that is being held in his honor at the Conewango Club immediately following the meeting.	
Adjournment	Chairperson Brock asked for a motion to adjourn the board of trustee meeting. Trustee Hetrick so moved, second by Trustee Foyle. The meeting adjourned at 12:00 p.m.	

Respectfully submitted by: Ann M. Nelson

Signature on file

May 14, 2021

Henri LeMeur, Secretary of the Board

Date