

**Board of Trustees Meeting Minutes
May 14, 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

Administration/Staff:

Ms. Susan Snelick
Mr. Raymond Pring
Ms. Melinda Saunders
Ms. Ann Nelson

Absent:

Ms. Jeanne Morley
Mr. Mario Fontanazza
Dr. Adrienne Dixon
Ms. Amy Shields

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Vice-Chairperson Hetrick 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 April 9, 2021 Board of Trustees meetings were presented for approval. The following correction was requested to the meeting minutes: The last name of the auditor who presented is Zelman. Ms. Nelson will update the April 9 meeting minutes to reflect this change.</p> <p>Vice-Chairperson Hetrick asked for a motion to approve the April 9, 2021 meeting minutes with the correction noted above. Trustee Vicini so moved, second by Trustee Foyle. The motion passed unanimously.</p>	
New Business	<p>A. Student Story – NPRC student, Ms. Rose Trivett presented to the board a recorded message regarding her experience as an NPRC student.</p> <p>B. Consent Agenda upon recommendation of the Ad-Hoc Policy Committee – Seven new HR related policies were presented as a consent agenda for approval.</p>	

Vice-Chairperson Hetrick asked for a motion to approve the seven new policies in the consent agenda. Trustee Vicini so moved, second by Trustee Foyle. The motion passed unanimously.

C. Consent Agenda upon recommendation of the Finance and Audit Committee – Five new financial aid related policies were presented as a consent agenda for approval.

Vice-Chairperson Hetrick asked for a motion to approve the new five new financial aid related policies in the consent agenda. Trustee Esch so moved, second by Trustee Bula. The motion passed unanimously.

D. 2021/2022 Operating Budget – Trustee LeMeur and Mr. Pring reviewed the budget that was previously approved by the finance and audit committee and presented to the board for their approval and answered questions regarding its content. It was noted the college's 2021/2022 Capitol Budget was not included on today's meeting agenda and will be placed on the June 11, 2021 board of trustee meeting agenda for approval.

Vice-Chairperson Hetrick asked for a motion to approve the 2021/2022 Operating budget as presented. Trustee Foyle so moved, second by Trustee Vicini. The motion passed unanimously.

E. Renewal of College Health Benefits Package – Mr. Pring reviewed the health benefits summary effective June 1, 2021 included in the meeting book with the trustees. Mr. Pring commented on the reasoning for the 16% increase to the health insurance portion only and on the no increase to the remaining benefits.

Vice-Chairperson Hetrick asked for a motion to approve the 2021 health benefits package effective June 1, 2021. Trustee Esch so moved, second by Trustee Foyle. The motion passed unanimously.

F. ByLaws Advisory Committee Resolution – Mr. Pring discussed the need for the attached resolution as a clarifying measure to identify board committees that are not currently included in the college bylaws. The board

	<p>committees in the resolution include: (i) College Advancement Committee; (ii) Public Relations and Marketing Committee; (iii) Nominating and Board Development Committee; and (iv) Ad hoc Policy Committee.</p> <p>Vice-Chairperson Hetrick asked for a motion to approve the resolution. Trustee Bula so moved, second by Trustee Foyle. The motion passed unanimously.</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 March 31, 2021.</p> <p>After review and discussion, Vice-Chairperson Hetrick asked for a motion to approve the financial statements ending March 31, 2021. Trustee Vicini 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. The Erie facility opened on May 3 and will hold its first class this Saturday.</p> <p>D. Covid Update – Mr. Pring gave a brief update on the actions of the college’s Covid Task Force.</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. Facilities planning committee of the board – Trustees were updated on the discussions regarding the formation of such a committee. From the discussion, the Strategic Growth Committee developed as a broader definition for the direction and purpose of the committee to link to the strategic plan. Committee members</p>	

	<p>will include chairpersons from various board committees: Duane Vicini, chair, Kate Brock, Bob Esch, Amanda Hetrick, and Hank LeMeur. The inaugural planning meeting of this committee will be held prior to the next board meeting and an update will be given at the June 11, 2021 BOT meeting.</p> <p>C. President Snelick's Draft Goals/Milestones – the executive committee has asked President Snelick to draft and will be meeting with her to review.</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>	Interim VP for Academic and Student Affairs, Ms. Melinda Saunders was introduced. Due to the administration transition, the committee has not met, but plans to do so in the near future.	
<u>Policy Development – Human Resources</u>	See consent agenda.	
<u>College Advancement Committee</u>	No report – however the committee is planning to meet soon.	
<u>PR and Marketing Committee</u>	Meeting minutes from the previous committee meeting were provided for the board's information. Ms. Bula commented on the actions of the previous meeting commenting this committee is in transition as well due to administrative changes.	
<u>Nominating and Board Development Committee</u>	An update was given regarding upcoming events related to this committee. The committee will be meeting in the next month or two and an update will be given at that time.	
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	President Snelick reviewed her first report as the college's president that was included for trustee information and thanked everyone for their support as she begins her role.	
<u>IVPASA Report</u>	Interim Vice-President Melinda Saunders reviewed her report and highlighted areas from the various departments included within.	
Erie Advisory Committee Update	No report - The committee has not met, however, President Snelick is planning to convene the committee over the summer.	

Rural Advisory Committee Update	No Report - The committee has not met, however, President Snelick is planning to convene the committee over the summer.	
Adjournment	Vice-Chairperson Hetrick asked for a motion to adjourn the board of trustee meeting. Trustee Esch so moved, second by Trustee Foyle. The meeting adjourned at 11:50 a.m.	

Respectfully submitted by: Ann M. Nelson

Signature on file

June 11, 2021

Henri LeMeur, Secretary of the Board

Date