



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-1025: Pa. Sunshine Act
Origination: 04-06-19
Approved: 04-12-19
Effective: 04-12-19
Reviewed:
Last Updated:

Subject: Pa. Sunshine Act

1. PURPOSE

The purpose of this Policy is to provide guidance and establish parameters for compliance by the College with the Pa. Sunshine Act, as defined below.

2. SCOPE AND APPLICABILITY

This policy is applicable to all College employees, volunteers and students including, without limitation, members of the College Board of Trustees.

3. REFERENCES

- 3.1 INDX-0010: Master Policy Index;
- 3.2 NPRC-1110: Meetings of the Board of Trustees;
- 3.3 NPRC-1115: Board Agenda Development and Use of Consent Agenda;
- 3.4 NPRC-1135: Public Comment at Board Meetings; and
- 3.5 The Pennsylvania Sunshine Act, 65 P.S. §§ 701-716, as amended

4. DEFINITIONS

- 4.1 **College** shall mean the Northern Pennsylvania Regional College
- 4.2 **Meeting** means any prearranged gathering of the Board of Trustees, or committees thereof which are attended or participated in by a quorum of the members of such group held for the purpose of deliberating College business or taking official action.
- 4.3 The **Pa. Sunshine Act** shall mean the Pennsylvania Sunshine Act, 65 P.S. §§ 701-716, as amended and supplemented.

5. POLICY

- 5.1 The College's Board of Trustees recognizes the existence of the Pa. Sunshine Act and the Board is committed to complying with that act to the extent required by law.
- 5.2 The Board will ensure that public notice is provided with respect to all Meetings by:
 - (i) posting a prominent written notice of the place, date and time of such Meetings at the College's Administrative Center;
 - (ii) posting a notice of the Meeting on the

College website; and (iii) to the extent legally mandated, providing for publication of notice of Meetings in accordance with the Pa. Sunshine Act.

- 5.3 The Board of Trustees shall establish by policy and/or procedure the parameters by which the public may participate in Meetings ensuring that such measures comply with § 710.1 of the Pa. Sunshine Act.

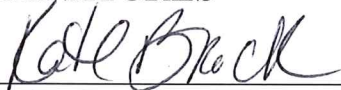
6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Board of Trustees and President shall be responsible to promulgate all procedures necessary to implement this policy.
- 6.2 The College Trustees, employees, students and volunteers shall act in good faith to comply with the Pa. Sunshine Act as required by law.

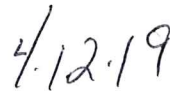
7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five (5) years per the Policy Review Schedule established by the President or the President's designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President's designee may recommend to the Board of Trustees that the policy be amended or repealed.

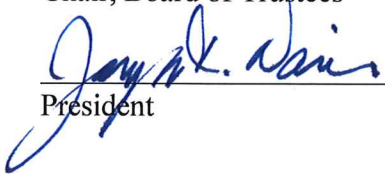
8. SIGNATURES



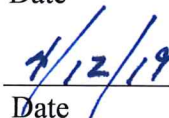
Chair, Board of Trustees



Date



President



Date

Attachments: None

Distribution: Board of Trustees; regionalcollegepa.org

Revision Notes: Policy in Origination