

# Rural Regional College of Northern Pennsylvania Meeting Minutes

Thursday, August 31, 2017  
RRC Administrative Offices, Warren  
10:00am

## **Trustees Present:**

Mary Jo White, Chairperson  
Ed Pitchford, Vice-Chairperson  
Kate Brock, Secretary  
Mary Bula  
Amanda Hetrick  
Rob Kaemmerer  
Greg Mahon  
Dick McDowell  
Doug Morley (Phone)  
Hank LeMeur  
Lou Radkowski  
Susie Snelick

## **Project Executive:**

Duane Vicini

## **Administration:**

Dr. Joe Nairn, President  
Debra Teachman, VPASA

## **Guests:**

Raymond Pring, Esq.  
Jennifer Hokel

## **Trustees Excused:**

Nancy Decker  
Dennis Wilke

## **Call to Order**

Chair, Mary Jo White, called the meeting to order at 10:07am. She welcomed Mr. Raymond Pring, Esq. as the new RRC CFO, beginning September 6<sup>th</sup>; and Jennifer Hokel, as the new executive assistant, beginning September 11<sup>th</sup>.

The minutes from the June 9, 2017 meeting were distributed prior to the meeting for review. Trustee Bula noted a spelling error. Correction noted.

*Trustee Bula made a motion to approve the minutes with the correction noted; Trustee Hetrick seconded the motion. All were in favor and the motion carried.*

## **Executive Search**

Dr. Nairn reported that Trustee Pitchford, Chair of the Search Committee, deferred the selection and screening of the CFO candidates to him. Mr. Vicini, Dr. Teachman, and Secretary Brock assisted in the screening of applicants.

*Follow-Up: Via electronic vote on September 5<sup>th</sup>, 2017, President Nairn requested that the Board of Trustees of the Rural Regional College of Northern Pennsylvania approve the appointment of Mr. Ray Pring, Esq. as Vice President for Finance and Administration..*

*All board members were in favor of the motion, and the motion carried on September 6<sup>th</sup>.*

## **Financial Reports**

Secretary Brock presented the financial reports.

## **Executive Committee**

Chairperson White and Vice-Chairperson Pitchford noted that President Nairn has drafted some goals for the next 3-year period. The executive committee will review and finalize these with the president.

## **Erie County Update**

There will be a meeting of the State Board on September 13<sup>th</sup> where the Board's plan for review will be presented. Representatives from the RRC will attend, testify and/or submit written comments as appropriate.

## **Marketing Firm**

President Nairn provided the list of 10 names that will be tested by Red House. The testing will occur over the next 4 to 6 weeks. Information will be gathered and used to narrow down the final names. Several final names will be brought to the board prior to selection.

## **Board Development**

Chairperson White noted that Trustee Whitney submitted her resignation from the board. President Nairn would like to create a Board Development Committee which would be charged with board assessment, identifying nominations for Directors and the annual slate of officers.

## **RRC Planning and programming**

President Nairn referred to the President and Vice President reports included in the board packets. Dr. Teachman noted that there will be a Middle States session in Pittsburgh this fall.

## **Report of the Project Executive**

Mr. Vicini noted that we need to expand our office space. The Board concurred and directed Mr. Vicini and President Nairn to proceed with expanding our rental agreement to include the 2<sup>nd</sup> floor of 119 Market St.

Approximately 50 students started the fall 2017 semester with the RRC/Gannon programs.

## **Adjournment and Next Meeting**

The meeting adjourned at 12:10pm. The next meeting will take place on Friday, October 13<sup>th</sup> at 10:00am. Location TBD.

*Minutes by Kate Brock, Secretary*