



**Board of Trustees Meeting Minutes  
December 11, 2020  
StarLeaf Video Connection  
10:00 a.m.**

**Attendees:**

Mrs. Kate Brock  
Mr. Hank LeMeur  
Mr. Doug Morley  
Mr. Andy Foyle  
Dr. Adrienne Dixon  
Mr. Robert Esch

Mr. Dennis Wilke  
Mr. Greg Mahon  
Mrs. Amanda Hetrick  
Mrs. Susan Snelick  
Dr. Richard McDowell  
Mr. Robert Kaemmerer

**Administration/Staff:**

Dr. Joseph Nairn  
Mr. Raymond Pring  
Mr. Rick Smith  
Dr. Linda Fleming  
Ms. Ann Nelson

**Absent:**

Mr. Kevin Sprong  
Ms. Mary Bula  
Hon. Mary Jo White

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-up Action Items</b>
<b>Call to Order</b>	Chairperson Brock called the meeting to order at 10:00 a.m.	
<b>Roll Call</b>	Ms. Nelson completed roll call. A meeting quorum was in attendance.	
<b>Public Comment</b>	No comments.	
<b>Meeting Minutes</b>	<p>The meeting minutes from the November 13, 2020 Board of Trustees Annual meeting were presented for approval.</p> <p>Chairperson Brock asked for a motion to approve the November 13, 2020 meeting minutes. Trustee Snelick so moved, second by Trustee Hetrick. The motion passed unanimously.</p>	
<b>New Business</b>	<p><b>A. Presentation- Financial Aid office at NPRC:</b> Financial Aid coordinator, Ms. Rachel Phillips presented to members on the responsibilities of the financial aid office.</p> <p><b>B. Trustee Recognition:</b> Chairperson Brock recognized and thanked the following Trustees for their service to the board who are not renewing their terms: Rob Kaemmerer, Doug Morley, Dick McDowell, and</p>	



	<p>Kevin Sprong. Resolutions of Recognition were presented for each trustee. Trustee members were given the opportunity to say a few words regarding the departing trustees.</p> <p><b>C. Consent Agenda:</b> Upon recommendation of the BOT Academic Affairs Committee, the following policies were presented in the form of a consent agenda for approval: New Policies: NPRC 3040 Textbook Adoption and Use NPRC 3535 Course Level Assignment NPRC 4310 Prof and Ed Requirements for non-credit Instructors Revised Policies: NPRC 3215 Admission Standards and Guidelines NPRC 3220 Standards of Enrollment and Academic Progress for Students NPRC 3320 Faculty Expectations and Workload NPRC 3515 Prior Learning Credit</p> <p>Chairperson Brock asked for a motion to approve the seven policies that make up the consent agenda as one item. Trustee LeMeur so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p><b>D. Accreditation Update:</b> Dr. Fleming shared a document regarding accreditation that included a timeline, process, and possible scenarios leading to candidacy/approval.</p> <p><b>E. Presidential Search Update:</b> Trustee and search committee co-chair Hetrick updated the board on the status of the presidential search.</p> <p><b>F. Covid Update:</b> Mr. Pring provided a brief update to the board regarding the actions of the college's COVID task force and discussed current PA guidelines that are being implemented.</p>	



Standing Committees Reports and Recommended Actions		
<u>Finance &amp; 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 October 31, 2020.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending October 31, 2020. Trustee Wilke so moved, second by Trustee Snelick. The motion passed unanimously.</p> <p>C. Facilities Update –Mr. Pring discussed recent activities regarding the Erie and Pitt Titusville facilities. More information will be shared as plans progress.</p>	
<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting minutes from the committee meeting were provided for the board’s information.	
<i>Harrisburg Update</i>	Trustee Mahon commented on the various activities over the past month at the State Capitol.	
<u>Academic Affairs Committee</u>	<p>A. Committee meeting minutes – were provided for the board’s information.</p> <p>B. Committee Charge revision – the committee met and revised the charge which is included for review. After a brief discussion, the academic affairs committee moved to approve the changes to the committee charge. All were in favor and the motion passed unanimously.</p>	
<u>Policy Development – Human Resources</u>	No report.	
<u>College Advancement Committee</u>	A. NPRC Policy 7000 – Gift and Gratuity Acceptance was provided for review by board members.	



	<p>This policy will be placed on the January board meeting agenda for approval. Please let Mr. Smith know any suggestions or concerns regarding the policy.</p> <p>B. Case for Support Worksheet – Mr. Smith reviewed the worksheet and stressed the importance of board completion/participation. Please complete and return to Mr. Smith or Ms. Nelson as soon as possible. Your consideration is greatly appreciated.</p>	
<u>PR and Marketing Committee</u>	Trustee Bula was absent but asked Chairperson Brock to comment the committee had met this week and meeting minutes were included for your reference.	
<u>Nominating and Board Development Committee</u>	<p>A. Chairperson Brock reported the committee continues to meet and reviewed the committee meeting minutes.</p> <p>B. Members of the board were asked to consider joining board committees that have vacancies as well as any members that might like to change their service to a committee to please let Chairperson Brock know.</p> <p>C. BOT Committee charges &amp; goals – Chairperson Brock clarified the need for updating committee charges to more reflect governing as opposed to operating and to also become aware of college departmental goals and how the committees can best support the staff and provide the best guidance.</p>	
<b>Task Force Committee Reports and recommended Actions</b>		
<u>President’s Report</u>	Dr. Nairn reviewed his report and asked for any questions or comments.	
<u>VPASA Report</u>	Dr. Fleming reviewed her report and asked for any questions or comments.	
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 gave an oral report regarding the activities in his department over the past month.	



<b>Executive Session &amp; Adjournment</b>	<p>Chairperson Brock asked for a motion to adjourn the meeting &amp; enter into executive session to discuss personnel and legal matters. Trustee LeMeur so moved, second by Trustee Hetrick. The board entered into executive session at 12:00 p.m.</p> <p>The board came out of executive session at 12:10 p.m.</p> <p>Chairperson Brock asked for a motion to approve the nomination one new board of trustee candidate effective January 1, 2021.</p> <p>Trustee Foyle so moved, second by Trustee Hetrick. The motion to approve the new board of trustee member effective January 1, 2021 was approved unanimously.</p> <p>Chairperson Brock asked for a motion to adjourn the meeting. Trustee LeMeur so moved, second by Trustee Wilke. The meeting adjourned at 12:15 p.m.</p>	
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*Respectfully submitted by:* Ann M. Nelson

*Signature on file*

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Hank LeMeur, Secretary of the Board

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Date