



**Board of Trustees Meeting Minutes
December 14, 2018
NPRC Administrative Offices – Warren, PA
10:00 a.m.**

Attendees:

Present	Phone	Administration/Staff	Absent
Mrs. Mary Jo White	Mr. Ed Pitchford	Dr. Joseph Nairn	Ms. Nancy Decker
Mr. Doug Morley	Mr. Dennis Wilke	Mr. Duane Vicini	
Mrs. Amanda Hetrick	Mr. Kevin Sprong	Dr. Debra Teachman (phone)	
Mr. Kevin Sprong	Ms. Mary Bula	Mr. Raymond Pring	
Mr. Hank LeMeur		Ms. Abigail Petrosky	
Dr. Richard McDowell		Mr. Gary Sawtelle	
Mr. Andy Foyle		Ms. Mindy Saunders	
Mr. Robert Kaemmerer			
Mrs. Kate Brock			
Mr. Greg Mahon			
Mrs. Susan Snelick			

Agenda Item	Discussion	Action Items
Call to Order	Trustee Brock called the meeting to order at 10:20 a.m. following a tour of the new NPRC Administrative Offices.	
Approval of Minutes	Minutes for November 9, 2018 were provided prior to the meeting. Motion to approve minutes was made by Trustee Hetrick, second by Trustee Foyle. The motion was passed unanimously.	
Standing Committees Reports and Recommended Actions		
<u>Finance and Audit Committee</u>	A. Software Acquisition Update – Empower (student management system) training is going well and we are on track to be ready by February/March. Desire 2 Learn (learning management system) was presented to the Finance and Audit Committee and it was their recommendation to move forward with the contract. A board vote was deemed unnecessary in response to the Finance and Audit Committee	



	<p>approval of purchase.</p> <ul style="list-style-type: none">B. Administrative Center Update - several items to be completed, but none preventing NPRC from being operational. There will be an open house January 23, 3:30 to 5 p.m. (invitation only) and 5 to 7 p.m. (public).C. The board approved a Line of Credit from Northwest bank last month. Closing scheduled for 2 p.m. December 14, 2018.D. Financials - No financial statements this month after the agreement last month of presenting the month prior. November's financial statements will come to the board in January.E. Audit – The auditor was present for questions regarding the 990 tax documents and draft audit report. The auditor stated that there were no problems with the audit.	<p>The final audit and the 990 tax documents will come to the Board in January for a vote of approval.</p>
<p><u>Policy Development – Human Resources</u></p>	<p>PTO and Sexual Harassment policy will come to the board in January.</p> <p>NPRC-2400 College Employee Holidays is prepared for board approval. It was requested by Trustees LeMeur and Kaemmerer to add a clause for schedule adjustment for working during holidays. There was no additional discussion regarding the policy.</p> <p>A request was made to approve the Employee Holiday policy pending the addition of the holiday work adjustment. Motion was made by Trustee LeMeur, second by Trustee Hetrick. Policy was approved unanimously pending amendment.</p> <p>Trustee Wilke questioned policy revision practices if they are minor. There is a review cycle that will occur for all policies, but as we move forward non-substantive changes will not need global approval. We will also be looking to move to a consent agenda format for some of these matters.</p>	<p>Add clause for schedule adjustment in response to holiday work hours.</p>



<p><u>Academic Affairs Committee</u></p>	<p>NPRC-3245 Assignment and Use of Grades – This policy outlines benchmarking student progress every four weeks. Trustee McDowell presented a concern. Amendment to policy will add delineation of faculty’s student success responsibilities in alignment with the advising policy.</p> <p>NPRC-3415 Administrative Withdrawal –Previously approved, but changes were made to the responsibilities and timeline. No additional comments or discussion.</p> <p>NPRC-3000 College Mission and Identity Statement – Formalizes the words approved as the mission and identity in the strategic plan. It is a requirement of accreditation to provide all staff the opportunity to provide suggestions on changes or updates to these documents.</p> <p>NPRC-4415 Administrative Removal – Parallel policy to Academic withdrawal. Refers to actions taken for non-credit courses, as opposed to credit. No comments on this policy.</p> <p>NPRC-8015 Assessment, Payment, Refund of Tuition and Fees – Trustee LeMeur expressed that we should not refund students who have tuition support from a third-party payer. The company should be credited, not refunded. This will be outlined in a financial aid policy. Addition to 6.3 that defines the VP of Finance and Administration responsible for exceptions to this policy.</p> <p>Request for motion to approve the policies with amendments to NPRC-3245 and NPRC-8015. Motion made by Trustee Foyle, second by Trustee White. Motion was approved unanimously.</p>	<p>Amend NPRC-3245 and NPRC-8015.</p>
<p><u>Executive Committee - Legislative Affairs</u></p>	<p>No report.</p>	
<p><i>Harrisburg Update</i></p>	<p>Nothing to report</p>	<p>No follow-up action required.</p>
<p>Task Force Committee Reports and recommended Actions</p>		



<u>Presidents Report</u>		
<i>Erie</i>	<p>There will be a meeting with an Erie working group at 1 p.m. Trustee Foyle, Trustee Brock, and Mr. Vicini will participate. The purpose of the meeting is to hear their vision for the NPRC serving Erie County. Erie participants are Gary Lee, Joe Maloney, Jim Sarber, and Roy Church.</p> <p>An Erie Advisory Committee is more than welcome for curriculum development, but the legislation has defined the 15 Board seats.</p>	No follow-up action required.
<i>Middle States</i>	<p>Our timeline is to be independent in Fall and to host a review team in September for candidacy with the objective of title IV eligibility in Spring 2020.</p> <p>The first step is to get authorization to grant degrees from PDE. We can't move forward until we have all of that in place. They are aware of our timeline with Gannon and Middle States.</p>	No follow-up action required.
<u>VPASA Report</u>	<p>Our enrollment for spring is significantly higher than last Spring. Nothing additional to add.</p>	No follow-up action required.
Operational update on Gannon Program and Workforce Development	<p>We are meeting with Gannon on Tuesday to further develop the transition timeline.</p> <p>We are continuing to work through site and proctor issues for our classes.</p> <p>The board should be receiving Dr. Jackson's weekly updates. New programs next year, execution of contracts for CDL and EMS.</p> <p>We have 6 positions currently posted and candidates are being reviewed to be prepared for interviews in the new year and hired by the end of January.</p>	No follow-up action required.
New Business		
Adjourn	<p>Trustee Brock adjourned the meeting following an executive session of the Board of Trustees.</p>	No follow-up action required.

Respectfully submitted by:

Ms. Abigail Petrosky