



**Board of Trustees Meeting Minutes  
February 14, 2020  
NPRC Administrative Offices – Warren, PA  
10:00 a.m.**

**Attendees:**

**Present**

Mrs. Kate Brock  
Mr. Hank LeMeur  
Mr. Doug Morley  
Mrs. Amanda Hetrick  
Mr. Andy Foyle  
Mr. Robert Esch

**Present via Phone**

Hon. Mary Jo White  
Mr. Greg Mahon  
Mrs. Susan Snelick  
Mr. Dennis Wilke

**Administration/Staff**

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

**Absent**

Mr. Kevin Sprong  
Ms. Mary Bula  
Mr. Robert Kaemmerer  
Dr. Richard McDowell

<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>NPRC Student Story</b>	Ms. Joann Lyon, an adult student from Warren, PA shared her story and the path that led her to NPRC and her plans for the future after she graduates. She will be the first college graduate of NPRC.	
<b>Approval of Minutes</b>	Minutes for January 10, 2020 were provided prior to the meeting. Chairperson Brock asked for a motion to approve the minutes from January 10, 2020. Trustee Esch so moved, second by Trustee Hetrick. The motion passed unanimously.  Minutes for November 8, 2019 were provided prior to the meeting. Chairperson Brock asked for a motion to approve the annual meeting minutes from November 8, 2019.	



	Trustee LeMeur so moved, second by Trustee Hetrick. The motion passed unanimously.	
<b>Standing Committees Reports and Recommended Actions</b>		
<u>Finance &amp; Audit Committee</u>		
<i>Monthly Financial Reports &amp; Financial Documents</i>	<p>A. Committee meeting minutes – were provided for the board’s information.</p> <p>B. Mr. Pring reviewed the financial information provided and answered /clarified questions regarding the documents, ending December 31, 2019. After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending December 31, 2019. Trustee Foyle so moved, second by Trustee Hetrick. The motion was passed unanimously.</p> <p>C. Annual Audit Extension – Mr. Pring asked that an extension on the Audit be extended to the next board meeting on March 13, 2020. Trustee LeMeur moved to defer the Audit, second by Trustee Foyle. The motion passed unanimously.</p> <p>D. Facilities Update – Mr. Pring shared the fourth floor renovations are making amazing progress and that we are still on target for an April 1 move in date. Mr. Pring also reported that the college continues to look at possible WFD and academic sites in the Erie and surrounding areas.</p>	
<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting minutes from the committee meeting were provided for reference and reviewed.	



<u>Harrisburg Update</u>	Trustee Mahon confirmed that Senator Scarnati is planning to retire and not run for another term.	
<u>Academic Affairs Committee</u>	<p>A. AAS AT IMT Program Proposal – the committee met and approved the program proposal to move to the full board for approval. The board reviewed and discussed. Chairperson Brock asked for a motion to approve the proposal as submitted. Trustee White so moved, second by Trustee Hetrick. The motion passed unanimously.</p> <p>B. NPRC 3015 Revised Policy – the committee approved the revisions made to the attached policy, NPRC 3015 General Education Philosophy and Goals. Chairperson Brock asked for a motion to approve the Policy with revisions. Trustee LeMeur so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>C. AAC Revised Charge – the committee updated the charge to more directly reflect their responsibilities moving forward. Chairperson Brock asked for a motion to approve the Policy with revisions. Trustee Foyle so moved, second by Trustee Esch. The motion passed unanimously.</p>	
<u>Policy Development – Human Resources</u>	No report.	
<u>College Advancement Committee</u>	No report.	
<u>PR and Marketing Committee</u>	Trustee Foyle reported that the committee met this past Monday and continue to work on a draft marketing plan.	
<u>Nominating and Board Development Committee</u>	Report will be in executive session.	
<b>Task Force Committee Reports and recommended Actions</b>		



<u>Presidents 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.  Dr. Fleming briefly reviewed the Workforce Development update included in the board packet.	
<u>Advancement &amp; Eng. Report</u>	Mr. Smith reviewed his report and answered questions regarding the material.  Mr. Smith also conducted a SWOT activity with the board.	
Erie Advisory Committee Update	Dr. Fleming and Trustee Foyle updated the board on where the committee stands and next steps.	
<b>Special Recognition</b>	The board recognized Ms. Jocelyn Hamilton-Bash, Student Success Specialist with an ECUA Founder's Award for her years of service to the college. Ms. Hamilton-Bash's last day with the college is today and the board wished her well as she moves on to her next career endeavor.	
<b>Executive Session</b>	Chairperson Brock asked for a motion to enter into executive session at 12pm to discuss personnel, trustee candidate recommendation and legal matters. Trustee LeMeur so moved, second by Trustee Hetrick. The board came out of executive session at 12:25p.m. Chairperson Brock, on behalf of the nominating committee asked for a motion to approve the appointment of Dr. Adrienne Dixon to the Board of Trustees effective 2.14.2020 to fill a seat left vacant by resignation. The committee's motion was second by Trustee White. The motion passed unanimously.	
<b>Adjourn</b>	Chairperson Brock asked for a motion to adjourn the meeting. Trustee Morley so moved, second by Trustee Foyle. The meeting adjourned at 12:28 pm.	

*Respectfully submitted by:* Ann M. Nelson

***Signature on File***

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Hank LeMeur, Secretary of the Board

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Date