

Rural Regional College of Northern Pennsylvania Meeting Minutes

Friday, January 13, 2017
Conference Call

Trustees Present:

Mary Jo White, Chairperson
Ed Pitchford, Vice-Chairperson
Kate Brock, Secretary
Mary Bula
Amanda Hetrick
Doug Morley
Greg Mahon
Dick McDowell
HankLeMeur
Lou Radkowski
Karen Whitney
Dennis Wilke

Trustees Not Present:

Nancy Decker
Rob Kaemmerer
Susie Snelick

Project Executive:

Duane Vicini

Approval of the Minutes and Meeting Agenda Overview

Mary Jo White, chair, called the meeting to order at 10:02. The minutes from the previous meeting were distributed prior to the meeting. Mary Jo asked if there were any corrections to the minutes. Hearing none, the minutes were accepted as presented.

Board Education

Attorney Ehrenreich's memo regarding RTKL and Sunshine was circulated to the Board. The trustees discussed best practices around these concepts. The board will look into how Thaddeus Stevens operates and applies these laws.

Standing Committees Reports and Recommended Actions

Governance, Finance and Policies Committee/Fiscal Agent Report and Recommended Actions

Kate referred to the financial reports distributed prior to the meeting. The report shows expenditures on the 2015-2016 funds only; the 2014-2015 are only available through PDE MOU process. The 2016-2017 application for funding will be completed soon. The savings account at Northwest Bank has been opened and the majority of the funds have been transferred to that account. Kate also noted that a few additional invoices came in and requested approval to disburse payment: ECUA's payment for contracted services for November and December; payment for the PA Rural and Small Schools Conference fees.

Ed Pitchford made a motion to approve the financial reports and outstanding invoices for ECUA and PARSS Conference as presented. Amanda Hetrick seconded the motion. All were in favor and the motion carried.

- RFP for Audit Services

Kate reported that the CEC has 1 proposal in hand. A few firms have declined to provide a proposal. Proposals are due January 31, 2017. The Committee will bring a recommendation to the board at the February meeting.

Marketing and Public Relations Committee

Dennis and Duane explained that several companies have expressed interest in submitting a proposal. Many have inquired about costs and budgets. Duane anticipates that we should receive at least a dozen proposals. Proposals are due January 31, 2017. There was discussion regarding how the committee will narrow down and recommend a firm to the full board. The committee will present a finalist to the board at the March meeting.

Executive Committee / Legislative Affairs

Mary Jo and Duane provided an update on Erie County's efforts. Several meetings have taken place. Members of the Executive Committee, Duane, and Mary Bula will be meeting with the Governor's Northwest Office and all Erie County legislators on January 19th.

Senator Hutchinson and Greg Mahon have pulled a meeting together with all legislators from the RRC region to take place in Harrisburg on February 8th. Representatives from the RRC will also meet with the Secretary of DCED following the legislative meeting.

Task Force Committee Reports and Recommended Actions

Executive Search Task Force

Ed reported that the committee selected 12 or 13 candidates to attend the first round of interviews which will take place at the Pittsburgh Airport Hyatt at the end of the month.

Duane presented the proposal provided by Cowden & Associates to assist the RRC in developing a benefits package. Knox Law developed an initial contract for the President. The board decided to have RH Perry & Associates review and provide feedback. Duane has also received some initial quotes for a healthcare plan. All 3 entities will need to collaborate to put the entire package together. Several board members confirmed that they have had positive experiences with Cowden.

Ed Pitchford made a motion to approve the engagement of Cowden to develop the employee benefits package. Doug Morley seconded the motion. All were in favor and the motion carried.

The CFO Search is officially underway. Kate will distribute this to the board.

Administrative Hub Evaluation Task Force

Duane has one proposal in hand. He and Amanda have had several inquiries and conversations with various communities. The committee will plan to review proposals and visit sites throughout February. They expect to bring a recommendation to the Board at the March meeting.

RRC Plan, Delivery Model Design and Accreditation Task Force

PDE is expected to reply with the results of their review in early February.

Report of the Project Executive and Recommended Actions

Duane said he will begin conversations with Gannon to move the contract from ECUA to the RRC beginning July 1, 2017.

Jocelyn Bash, the ECUA student recruiter, has begun her recruitment work in Erie.

Duane attended a meeting at Edinboro University on January 9th. The university is eager to collaborate with the RRC.

New Business

There was no new business to discuss.

Old Business

Lou reported that he will proceed with the board portal software. He will work with the CEC to review it.

Adjourn

The meeting adjourned at 11:10am.

Notes by Kate Brock, Secretary

