



**Board of Trustees Meeting Minutes**  
**May 11, 2018**  
**Conewango Club: Warren, PA**  
**10: 00 a.m.**

**Attendees:**

| <b>Present</b>       | <b>Phone</b>       | <b>Absent</b> | <b>Guests</b> |
|----------------------|--------------------|---------------|---------------|
| Ms. Mary Bula        | Mrs. Susan Snelick |               |               |
| Mr. Andy Foyle       | Mr. Ed Pitchford   |               |               |
| Mrs. Amanda Hetrick  | Mr. Dennis Wilke   |               |               |
| Mr. Robert Kaemmerer | Ms. Nancy Decker   |               |               |
| Mr. Hank LeMeur      |                    |               |               |
| Mrs. Kate Brock      |                    |               |               |
| Mr. Greg Mahon       |                    |               |               |
| Dr. Richard McDowell |                    |               |               |
| Mr. Douglas Morley   |                    |               |               |
| Mr. Kevin Sprong     |                    |               |               |
| Ms. Mary Jo White    |                    |               |               |
| Ms. Abigail Petrosky |                    |               |               |
| Mr. Ray Pring        |                    |               |               |
| Dr. Debra Teachman   |                    |               |               |
| Dr. Joe Nairn        |                    |               |               |
| Mr. Duane Vicini     |                    |               |               |

| <b>Agenda Item</b>   | <b>Discussion</b>   | <b>Action Items</b> |
|--|---|---------------------|
| <b>Call to Order</b>                                       | Chairman White called the meeting to order at 10:01 a.m.                          |                     |
| <b>Executive Session</b>                                   | An Executive Session was held.  |                     |
| <b>Approval of Minutes</b>                                 | Minutes for April 2018 were provided prior to the meeting. Approved as submitted. |                     |
| <b>Standing Committees Reports and Recommended Actions</b> |   |                     |
| <i>Governance, Finance, and Policies Committee</i>         |   |                     |



|  |   |                   |  |  |               |                   |                 |               |         |                             |                                    |          |                                      |   |          |                      |   |          |  |
|--|---|-------------------|--|--|---------------|-------------------|-----------------|---------------|---------|-----------------------------|------------------------------------|----------|--------------------------------------|---|----------|----------------------|---|----------|--|
| Financials:                                | See attached in packet. Updated format and content of finance reports will be introduced next month or will coincide with the start of the fiscal year.   |                   |  |  |               |                   |                 |               |         |                             |                                    |          |                                      |   |          |                      |   |          |  |
| 2018-19 Budget Request:                    | <p>Proposed budget reviewed last week with the Finance and Audit Committee; Presentation of 2018-2019 budget request by Mr. Pring. Operating budget draft is attached.</p> <p>Trustee Pitchford recommended adding Trustee Mahon to Finance and Audit Committee, Trustee Pitchford accepts serving on committee.</p> <p>Proposed budget was moved to a vote and approved unanimously.</p>   |                   |  | Chairman White and Mr. Pring will revisit committee make-up during by-law review |               |                   |                 |               |         |                             |                                    |          |                                      |   |          |                      |   |          |  |
| Tuition rates for Summer 2018-Summer 2019: | <table border="1" data-bbox="407 842 1101 1318"> <tr> <td data-bbox="407 842 646 909">Regular- Service Area Tuition</td> <td data-bbox="646 842 862 909">Nine counties</td> <td data-bbox="862 842 1101 909">\$185/credit hour</td> </tr> <tr> <td data-bbox="407 909 646 947">Dual Enrollment</td> <td data-bbox="646 909 862 947">Nine counties</td> <td data-bbox="862 909 1101 947">\$60/ch</td> </tr> <tr> <td data-bbox="407 947 646 1052">Out-of Service Area Tuition</td> <td data-bbox="646 947 862 1052">Students traveling in to our sites</td> <td data-bbox="862 947 1101 1052">\$200/ch</td> </tr> <tr> <td data-bbox="407 1052 646 1157">Outside Service Area Dual Enrollment</td> <td data-bbox="646 1052 862 1157">HS students traveling to one of our sites</td> <td data-bbox="862 1052 1101 1157">\$100/ch</td> </tr> <tr> <td data-bbox="407 1157 646 1318">Out-of-State Tuition</td> <td data-bbox="646 1157 862 1318">Potential NY or OH students traveling to a site</td> <td data-bbox="862 1157 1101 1318">\$370/ch</td> </tr> </table> <p>Tuition rates approved unanimously as submitted.</p> |                   |  | Regular- Service Area Tuition  | Nine counties | \$185/credit hour | Dual Enrollment | Nine counties | \$60/ch | Out-of Service Area Tuition | Students traveling in to our sites | \$200/ch | Outside Service Area Dual Enrollment | HS students traveling to one of our sites | \$100/ch | Out-of-State Tuition | Potential NY or OH students traveling to a site | \$370/ch |  |
| Regular- Service Area Tuition              | Nine counties   | \$185/credit hour |  |  |               |                   |                 |               |         |                             |                                    |          |                                      |   |          |                      |   |          |  |
| Dual Enrollment                            | Nine counties   | \$60/ch           |  |  |               |                   |                 |               |         |                             |                                    |          |                                      |   |          |                      |   |          |  |
| Out-of Service Area Tuition                | Students traveling in to our sites  | \$200/ch          |  |  |               |                   |                 |               |         |                             |                                    |          |                                      |   |          |                      |   |          |  |
| Outside Service Area Dual Enrollment       | HS students traveling to one of our sites   | \$100/ch          |  |  |               |                   |                 |               |         |                             |                                    |          |                                      |   |          |                      |   |          |  |
| Out-of-State Tuition                       | Potential NY or OH students traveling to a site   | \$370/ch          |  |  |               |                   |                 |               |         |                             |                                    |          |                                      |   |          |                      |   |          |  |
| Status of Gannon contract:                 | <p>Budget finance recommends approved, similar as before, but with updated tuition rates.</p> <p>Request was made to approve the contract knowing an addendum clarifying Erie county students and hiring of a temporary employee will be made.</p> <p>Motion to authorize the administration to negotiate the Gannon contract for 2018-2019. Motion made by Trustee LeMeur, seconded by Trustee Kaemmerer. Vote was unanimous.</p>  |                   |  | Fix "Fall 2081" at top of contract – "Fall 2018"                                 |               |                   |                 |               |         |                             |                                    |          |                                      |   |          |                      |   |          |  |
| Status of administrative center lease:     | <p>Lease included in packet.</p> <p>Ray asking approval to enter the lease and finish the</p>   |                   |  |  |               |                   |                 |               |         |                             |                                    |          |                                      |   |          |                      |   |          |  |



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|  | <p>signage and exhibit over the next month.</p> <p>Motion made by Trustee Brock, seconded by Trustee Foyle. Trustees Kaemmerer and LeMeur abstained from the vote. Motion passes.</p>  |   |
| <p>Policies/Ad Hoc committee:</p>                                      | <p>Necessary for accreditation and submitted to PDE:</p> <p>Agreement from:<br/>Ms. Mary Bula<br/>Mr. Andy Foyle<br/>Dr. Dick McDowell<br/>Mrs. Kate Brock</p> <p>Duties of committee to review and revise policy, determine extent and nature of policies to be created, propose policies to the board for approval and establish a policy for future review and revision of the policies. At some point this committee will no longer be necessary and will seek approval from the board to dissolve.</p> <p>Motion for establishment of Policy ad hoc committee made by Trustee Sprong, seconded by Trustee Hetrick. Motion passes unanimously.</p> |   |
| <p>Academic Affairs committee:</p>                                     | <p>Necessary to review make-up, immediate needs, academic/student affairs policies, and curricula as it is developed.</p> <p>Agreement from:<br/>Mr. Kevin Sprong<br/>Mrs. Amanda Hetrick<br/>Ms. Nancy Decker</p> <p>Ray has resolution asking for approval. Establish and confirm membership of Academic Affairs Committee. No negative votes. Resolution approved.</p>  |   |
| <p>Resolution to amend by-laws at June Meeting:</p>                    | <p>Chair has requested to prepare proposed amendments to bylaws. If there are any suggestions to bylaw updates, please send them to Mr. Pring and Chairman White.</p>  | <p>Review by-laws and provide amendments by May 25, 2018.</p> |
| <p>Establish location, date, and time for June meeting/anniversary</p> | <p>Revisit time and location</p>   |   |



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| <u>Executive<br/>Committee/Legislative<br/>Affairs</u>                  |   |  |
| Harrisburg update:<br>(Mahon)   | State board of education was meeting May 11.  |  |
| LBFC update:  | LBFC is a non-partisan, bicameral, research arm of the legislature. Typically done through a resolution and committee is made up of house and senate, democrats and republicans and only meet to assign or receive a report. Will often allow subject of the report to be present.<br><br>Dr. Nairn received the report this morning. Cabinet provided data to complete it. | Review report and provide to the Board with updates by Wednesday.  |
| Sunshine Act and Right to Know:   | Review attached letter from Knox Law.<br><br>No action taken at this time.  | Draft a policy that outlines what and how to manage and release information in compliance with Middle States requirements. |
| Strategic Planning process:   | Informational agenda item – Dr. Nairn and Mr. Vicini have been in touch with consultants for strategic planning and have looked at proposals.<br><br>Hoping by July 1 strategic planning process will begin.  |  |
| USDA Grant opportunity/Dr. Vertin as consultant:                        | Looking to gain significant funding for technical equipment. Proposed agreement cost is \$11,000 – Seeking approval from the board.<br><br>Motion approved unanimously for \$11,000 expenditure for USDA grant.   | Deadline of June 4 to submit grant.  |
| <b>Task Force<br/>Committee Reports<br/>and Recommended<br/>Actions</b> |   |  |
| President’s Report  | Report included.  |  |



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| VPASA Report                           | Report included. Updated numbers from report:<br>8 classes offered<br>87 students<br>124 classes<br>372 credits   |   |
| Instructor in-service                  | May 19. Student Success Specialists are invited, but it is primarily for instructors – combination of Gannon group and our group for in-service.  |   |
| Penn College Certificate update        | Relationship with Penn College is being maintained. First class begins July 9, second class begins August 6<br><br>Trustee Bula proposed considering differential pricing for non-credit options in the future to target more high school students. | Explore possibility of differential pricing/outside funding for certificate/development classes |
| Marketing update                       | Document attached.  |   |
| <b>Report of the project Executive</b> |   |   |
| Operational update on Gannon:          | Summer classes began on Monday, May 7 and Student Success Specialists met students on the first days of classes. Ray and Gary have done a great job with the sites and there have been no major operational hitches.                                |   |
| Summer enrollment update:              | Titusville stakeholders meeting being held May 18; Have first two Titusville students at Titusville High School.  |   |
| <b>New Business</b>                    | Mr. Vicini wanted to make the Board aware that applications for additional counties may be being brought to the board beginning in July.  |   |
| <b>Good of the order</b>               | Next meeting – to be determined   | Send out Doodle poll to determine date and time   |
| <b>Adjourn</b>                         | Chairman Mary Jo White adjourned the meeting at 12:37 p.m.  |   |

Respectfully submitted:

*Abigail Petrosky*