



**Board of Trustees Meeting Minutes
March 12, 2021
Administrative Offices, Warren, PA & ZOOM Connection
10:00 a.m.**

Attendees:

Ms. Kate Brock
Mr. Hank LeMeur
Mr. Duane Vicini
Mr. Andy Foyle
Dr. Adrienne Dixon
Mr. Robert Esch

Mr. Dennis Wilke
Mr. Greg Mahon
Ms. Amanda Hetrick
Ms. Amy Shields
Ms. Jeanne Morley
Ms. Mary Bula
Mr. Mario Fontanazza

Administration/Staff:

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

Absent:

Honorable MaryJo White

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock called the meeting to order at 10:00 a.m.	
Roll Call	Ms. Nelson completed roll call. A meeting quorum was in attendance.	
Public Comment	No comments.	
Meeting Minutes	<p>The meeting minutes from the February 12, 2021 Board of Trustees meeting were presented for approval.</p> <p>Chairperson Brock asked for a motion to approve the February 12, 2021 meeting minutes Trustee LeMeur so moved, second by Trustee Hetrick. The motion passed unanimously.</p>	
Executive Session	<p>A. Chairperson Brock asked for a motion to enter into executive session to discuss personnel and legal matters associated with the college. Trustee Vicini so moved, second by Trustee Foyle. The board of trustees entered into executive session at 10:05 a.m.</p> <p>The board of trustees came out of executive session at 10:15 a.m. with no voting outcome and resumed the regular meeting.</p>	



New Business	<p>A. 2021-2022 Proposed Tuition Rates and Fees – the proposed tuition rates and fees were provided for trustee review and comment. VP Pring shared the reasoning behind keeping the rates and fees the same as last year, with no increase.</p> <p>Following discussion, Chairperson Brock asked for a motion to approve the Tuition Rates and Fees for the 2021/22 academic year. Trustee Vicini so moved, second by Trustee Hetrick. The motion passed unanimously.</p>	
Standing Committees Reports and Recommended Actions		
<u>Finance & 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 January 31, 2021.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending January 31, 2021. Trustee Shields so moved, second by Trustee Foyle. The motion passed unanimously.</p> <p>C. Facilities Update –Mr. Pring discussed recent activities regarding the Erie and Pitt Titusville facilities. A possible Coudersport facility was also discussed. Pictures from the newly renovated Erie facility were shared. Soft and hard openings for this facility were also discussed.</p> <p>D. DRAFT Proposed Operating Budget - for your review & information – the draft document was included for review only and will be presented for approval at an upcoming board meeting.</p>	



<u>Executive Committee</u>		
<i>Executive Committee</i>	<p>A. Meeting minutes from the committee meeting were provided for the board’s information.</p> <p>B. Office of the President Job Description – upon recommendation of the executive committee, trustees were provided with a draft job description for consideration for the office of the president.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the job description. Trustee Hetrick so moved, second by Trustee Dixon. The motion passed unanimously.</p>	
<i>Harrisburg Update</i>	Trustee Mahon commented on the various activities over the past month at the State Capitol.	
<u>Academic Affairs Committee</u>	No report.	
<u>Policy Development – Human Resources</u>	No report.	
<u>College Advancement Committee</u>	No report; however the committee is planning to meet to review policies and the CASE statement pertaining to advancement.	
<u>PR and Marketing Committee</u>	Meeting minutes from the previous committee meeting were provided for the board’s information.	
<u>Nominating and Board Development Committee</u>	No report.	
Task Force Committee Reports and recommended Actions		
<u>President’s Report</u>	President Nairn reviewed his report that was included for trustee information.	
<u>VPASA & WFD Report</u>	Dr. Fleming reviewed her report that was included for trustee information.	
Erie Advisory Committee Update	The committee has not met. Dr. Fleming will include an update at an upcoming meeting.	



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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 reviewed his report noting items of interest the marketing and advancement departments are working on.	
Adjournment	Chairperson Brock asked for a motion to adjourn the board of trustee meeting. Trustee LeMeur so moved, second by Trustee Hetrick. The meeting adjourned at 11:45 a.m.	

Respectfully submitted by: Ann M. Nelson

Signature on File

April 9, 2021

Henri LeMeur, Secretary of the Board

Date