



**Board of Trustees Annual Meeting Minutes
November 13, 2020
StarLeaf Video Connection
10:00 a.m.**

Attendees:

Mrs. Kate Brock
Mr. Hank LeMeur
Mr. Doug Morley
Mr. Andy Foyle
Dr. Adrienne Dixon
Mr. Robert Esch
Dr. Richard McDowell
Mr. Dennis Wilke

Administration/Staff:

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

Guests:

Mr. Duane Vicini
Mr. Mario Fontanazza

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 October 9, 2020 Board of Trustees meeting were presented for approval.</p> <p>Chairperson Brock asked for a motion to approve the October 9, 2020 meeting minutes. Trustee Bula so moved, second by Trustee Foyle. The motion passed unanimously.</p>	
New Business	<p>A. Presidential Search Committee members – Chairperson Brock stated the need to form a search committee due to President Nairn’s retirement announce this past October. The search committee will be composed of the following trustees: Kate Brock, Dennis Wilke, Hank LeMeur, Mary Bula and Amanda Hetrick co-chairs, and Duane Vicini. A brief timeline was shared regarding the search.</p>	



	Chairperson Brock asked for a motion to approve the formation and the composition of the presidential search committee. Trustee Foyle so moved, second by Trustee Snelick. The motion passed unanimously.	
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 September 30, 2020.</p> <p>After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending September 30, 2020. Trustee Morley so moved, second by Trustee Snelick. The motion passed unanimously.</p> <p>C. Facilities Update –Mr. Pring reported the college has entered into a lease agreement for a facility in Erie, PA for college offices and both academic and WFD classes.</p>	
<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	Meeting minutes from the committee meeting were provided for the board information.	
<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>	Mr. Smith reported the college had received a monetary gift from a local business and the Rotary Club of Warren gave a monetary scholarship as well.	
<u>PR and Marketing Committee</u>	Trustee Bula commented the committee had met this week and meeting minutes were included for your reference.	
<u>Nominating and Board Development Committee</u>	Chairperson Brock reported the committee continues to meet and reviewed the committee meeting minutes.	
Task Force Committee Reports and recommended Actions		
<u>President's 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.	
Erie Advisory Committee Update	The committee will be meeting soon. Dr. Fleming will include an update at the next meeting.	
VP IA CR Report	Mr. Smith reviewed his report regarding the activities in his department over the past month.	
Executive Session & Adjournment	<p>Chairperson Brock asked for a motion to adjourn the meeting & enter into executive session to discuss personnel and legal matters. Trustee Esch so moved, second by Trustee LeMeur. The board entered into executive session at 11:50 a.m.</p> <p>The board came out of executive session at 12:05 p.m.</p> <p>Chairperson Brock asked for a motion to approve the nomination of three new board of trustee candidates and accept the resignations of four current trustee members effective January 1, 2021.</p> <p>Trustee White so moved, second by Trustee McDowell. Trustee Morley abstained. The motion to approve three new board of trustee members and to accept the resignation of four trustee members effective January 1, 2021 was approved unanimously.</p>	



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	<p>The slate of officers for 2021 was presented for a vote. Trustee Officer candidates for the following positions are as follows:</p> <p>Chairperson – Kate Brock Vice-Chairperson – Amanda Hetrick Secretary – Hank LeMeur</p> <p>Trustee White asked for a motion to approve the above slate of officers for 2021, beginning January 1, 2021. Trustee Bula so moved, second by Trustee Morley. The 2021 slate of officers was voted on and approved unanimously.</p> <p>Chairperson Brock asked for a motion to adjourn the meeting. Trustee Morley so moved, second by Trustee Wilke. The meeting adjourned at 12:10pm.</p>	
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Respectfully submitted by: Ann M. Nelson

Signature on file

12.11.2020

Hank LeMeur, Secretary of the Board

Date