



Board of Trustees Meeting Minutes
October 12, 2018
Conewango Club: Warren, PA
10:00 a.m.

Attendees:

Present	Phone	Administration/Staff	Absent
Ms. Mary Bula	Mrs. Kate Brock	Dr. Joseph Nairn	Mrs. Susan Snelick
Mr. Doug Morley	Mr. Robert Kaemmerer	Mr. Duane Vicini	Ms. Mary Jo White
Mrs. Amanda Hetrick	Mr. Dennis Wilke	Ms. Abigail Petrosky	
Mr. Kevin Sprong	Ms. Nancy Decker	Mr. Raymond Pring	
Mr. Hank LeMeur	Mr. Greg Mahon	Mr. Gary Sawtelle	
Dr. Richard McDowell	Mr. Ed Pitchford	Dr. Debra Teachman	
Mr. Andy Foyle			

Agenda Item	Discussion	Action Items
Call to Order	Trustee Hetrick called the meeting to order at 10:04 a.m.	No follow-up action required
Approval of Minutes	Minutes for September 2018 were provided prior to the meeting. Motion to approve minutes was made by Trustee Bula, second by Trustee Foyle and approved unanimously.	No follow-up action required
Information Technology Updates		
<u>Board Effect Implementation and Integration</u>	Provided a walk-through of BoardEffect on the web browser.	No follow-up action required.
<u>Overview of EmpowerSIS Implementation</u>	Discussed pre-implementation and time commitment necessary for training and preparation to go live. First week of training is October 29 th .	No follow-up action required.
Standing Committees Reports and Recommended Actions		
<u>Finance and Audit Committee</u>		
<i>NPRC Monthly Financial Reports</i>	The Finance Department is working on having Quickbooks create reports as it is getting difficult to write by hand now. It will be going to the Finance and Audit Committee for their November monthly meeting.	Have written narrative be reviewed by Finance and Audit Committee at their November monthly meeting.

	A motion was requested by Mr. Pring to approve September's financial reports. Motion made by Trustee Bula, second by Trustee Foyle. Motion approved unanimously.	
<i>PNC Project Update</i>	<p>Progress is being made.</p> <p>Lease for Market Street is good through December.</p> <p>Trustee Kaemmerer questioned the use of additional space on other floors and Mr. Vicini confirmed that it was added to the contract that NPRC has the right of first refusal or hold to space on the fourth floor for expansion if necessary.</p>	No follow-up action required.
<i>PDE Budget Update/Line of Credit</i>	<p>Mr. Pring would like to request a line of credit in November.</p> <p>Mr. Pring will explore credit card programs for cash back.</p>	<p>Mr. Pring would like to request a line of credit in November.</p> <p>Mr. Pring will explore credit card programs for cash back.</p>
<u>Policy Development Committee</u>		
<i>Sexual Harassment Policy</i> <i>Refund Policy</i> <i>General Policy Update</i>	Mr. Pring hopes to get these policies to his committee and out for an electronic vote prior to the middle of November.	Complete policy review and provide to board for electronic vote prior to next board meeting.
<u>Academic Affairs Committee</u>		
<i>Admissions Standards and Guidelines Policy</i>	<p>Dr. Teachman identified an inconsistency with this policy. In section 4.8, it identifies conditionally admitted students as 18 years of age or older without high school diploma or equivalent. The "18 years of age or older" was removed because dual enrollment students are conditionally admitted. Dr. Teachman is requesting a motion to approve the updated language in the policy.</p> <p>Motion made by Trustee McDowell, second by Trustee Bula. Motion approved unanimously.</p>	No follow-up action required.
<u>Executive committee/legislative affairs</u>		



<i>Harrisburg Update</i>	No report to provide from Harrisburg.	No follow-up action required.
Task Force Committee Reports and recommended Actions		
<u>Presidents Report</u>	Report provided in Packet.	No follow-up action required.
<i>Set Agenda for November Annual Meeting</i>	<p>Draft agenda provided in the packet.</p> <p>Trustee Brock addressed the schedule for the board development committee. Five board members are up for renewal and the slate of new officers will be discussed and presented at the November meeting.</p> <p>Trustee Pitchford recommended setting the committees and setting the calendar for the upcoming year.</p>	
<i>Wayne/Pike Update</i>	Mr. Vicini requested that, in regard to this topic, the board reviews the operational plan and strategy screen for Objective four of the strategic plan before moving forward on this topic.	Review of the operational plan for strategic objective four.
<i>UPT Update – Eggs and Issues</i>	With Manchester Bidwell – UPT as a Workforce Development hub for the region, we would be a general education and lower division coursework provider in partnership with Pitt Titusville.	No follow-up action required.
<u>VPASA Report</u>	Report provided in Packet.	No follow-up action required.
Operational update on Gannon Program and Workforce Development	<p>Schedule and instructors are in place for the Spring semester and Workforce Development is growing. We are having more interest and we need additional support in Workforce efforts.</p> <p>Trustee Bula requested additional updates on Workforce Development.</p>	
<u>Strategic Plan</u>	Dr. Carpino came last week and worked with all the committees to finalize the operational plans, cabinet reviewed the requests of personnel for the next 12-18 months, and it was worked into the final operational plans appropriately. These plans will be pushed out to the board for review in the next couple weeks.	Mr. Vicini will push operational plans out to the board after a final review from cabinet.
New Business		
<u>Consent Agenda</u>	Discussion item to streamline our meetings. Between now and November, there will be a proposed policy for the consent agenda and input is requested to begin utilizing consent agendas at the November meetings.	Provide feedback on policy presented prior to the November board meeting.



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Adjourn	Trustee Hetrick adjourned the meeting at 12:11 p.m.	No follow-up action required.
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Respectfully submitted:

Abigail Petrosky