



Board of Trustees Meeting Minutes
January 13, 2023
University of Pittsburgh Bradford & Zoom Connection
10:00 a.m.

Attendees:	Virtual Attendees:	Administration/Staff:	Absent:
Dr. Kim Rees	Ms. Holli Wolfe	President Susan Snelick	Mr. Mario Fontanazza
Mr. Hank LeMeur	Dr. Adrienne Dixon	VP Melinda Saunders	Mr. Kevin Sprong
Mr. Jamie Evens	Ms. Amy Shields	VP Jen Cummings-Tutmaher	
Mr. Duane Vicini	Ms. Amanda Hetrick	Mrs. Andrea Shene	
Mr. Robert Esch	Ms. Kate Brock	Ms. Regina Russell	
Ms. Jennifer Gesing	Mr. Greg Mahon		

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock requested that Vice-Chair Esch chair the meeting with her attendance being virtual. The meeting was called to order at 10:05 a.m.	
Roll Call	Mrs. Shene completed roll call. A meeting quorum was in attendance.	
Public Comment	No comments.	
Meeting Minutes	The meeting minutes from the November 11, 2022 Board of Trustees meeting were presented for approval. Vice-Chair Esch asked for a motion to approve the November 11, 2022 meeting minutes. Trustee LeMeur so moved, second by Trustee Vicini. The motion passed unanimously.	
New Business	<p>A. Dick McDowell Emeritus Resolution- Chairperson Brock read the resolution and requested a motion to approve the resolution. So moved by Vice-Chair Esch, seconded by Trustee Vicini. The motion passed unanimously.</p> <p>B. Oath of Office- New Trustee Jennifer Gesing was sworn in by Vice-Chair Esch. Trustee Sprong will be sworn in at the February 10, 2023 meeting. A motion to approve the resolution recognizing the members was so moved by Trustee Evens and seconded by Trustee Hetrick. The motion passed unanimously.</p>	Contact will be made to facilitate a press release at the February 10, 2023 meeting.

	<p>All officers were sworn in by President Snelick. A motion to approve the resolution recognizing the members was so moved by Trustee Vicini and seconded by Trustee Rees. The motion passed unanimously.</p> <p>C. Conflict of Interest Form- The necessary documents to complete the form were included in the board book and forms are to be completed by the Executive Committee meeting for the February 10, 2023 meeting.</p> <p>D. Consent Agenda</p> <p>1. NPRC 9315-Admission and Enrolment Standards for Academic Students</p> <p>2. NPRC 9405 Academic Schedule Adjustment- These policies were reviewed and Vice-Chair Esch requested a motion to approve the policy as written. So moved by Trustee Hetrick, seconded by Trustee Dixon. The motion passed unanimously.</p> <p>E. Commencement Update- It was shared with the board that 2023 commencement will be held on May 20th at 2:00 p.m. at the Titusville Mill in Titusville PA. Kane Mayor Brandy Schimp will be the keynote speaker.</p> <p>F. 2023-2024 Tuition Rates-It was noted that there was no rate increase, and the suspension of fees will continue. It was noted that marketing to promote these factors be maximized. A motion to approve the 2023-2024 tuition rates was requested by Vice-Chair Esch, so moved by Trustee Hetrick, seconded by Trustee Evens. The motion passed unanimously.</p> <p>G. Center for Rural PA Board Appointment- President Snelick currently sits on this board and was willing to remain on the board. Vice-Chair Esch requested a motion to approve the continuation of President Snelick's term. So moved by Trustee LeMeur, seconded by Trustee Shields. The motion passed unanimously.</p> <p>H. D2L Presentation- Regina Russell presented the platform that is utilized by the college.</p>	
--	--	--



Standing Committees Reports and Recommended Actions		
<u>Finance & Audit Committee</u>	<ol style="list-style-type: none"> 1. Committee meeting minutes from the December 14, 2023 meeting were provided for the board's information. 2. Financial Statements – Trustee LeMeur noted the segregation of accounts at NWB. The grant extension at PDE is in process and a discussion has been initiated to receive all funds held at PDE in a multiyear allocation. Trustee LeMeur requested a motion to approve the October financials, so moved by Trustee Vicini, seconded by Trustee Evens. The motion passed unanimously. 3. Narrative and Budget Report- A discussion regarding the depreciation of Starleaf revealed that no expense was noted moving to the new technology for classroom delivery. It was also noted at this time that the VPFO search was failed. New applicants will be reviewed, and new virtual interviews will be held. If this round is not successful, there is a consideration to utilize an outside search company. 	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none"> 1. A meeting is scheduled for January 25, 2023. Currently PDE is still processing the request to add Tioga to the NPRC footprint. Two locations have been pursued for offerings, Northern Tioga School District and Southern Tioga School District. A location at Mansfield University is not being pursued as of the costs involved with a contract. 	
<u>Executive Committee</u>	<ol style="list-style-type: none"> 1. Meeting minutes from the committee meeting for November 2, 2022, were provided for the board's information. Areas of interest include the addition of Jen Gesing and Kevin Sprong to the committee list based on interest, the decision to absorb the nominating committee into the executive committee. 	



	<p>2. Draft Trustee Position Description- This document was meant for the board to review and considered for approval at a future meeting.</p> <p>3. Harrisburg Update- Trustee Mahon shared that sessions have not yet been established and most work in Harrisburg has been slowed until the new Governor is sworn in.</p> <p>4. President's Milestones-It was noted that the milestones for this year are similar to last as we are working under the same strategic plan. A motion to approve the milestones was requested by Vice-Chair Esch, so moved by Trustee LeMeur, seconded by Trustee Hetrick. The motion passed unanimously.</p>	
<u>Academic Affairs Committee</u>	The committee minutes from the April 25, 2022 meeting were shared with the board for review. Trustee Hetrick shared the information on the new CRJ specialization that was approved by the committee at the December 16, 2022 meeting. Enrollment projections and assumptions were also shared.	
<u>Policy Development – Human Resources</u>	The committee determined that it was necessary to wait to make any changes to the bylaws until the legislative suggestions to LBFC are reviewed and possibly approved. Since the last meeting, no new meeting has been established.	
<u>College Advancement Committee</u>	The committee minutes from the August 17, 2022 meeting were shared for review by the board. The charge for this committee was reviewed at the last meeting. From this conversation, it was decided that it will be the practice to evaluate all committee charges at the next scheduled meeting of each committee.	
<u>PR and Marketing Committee</u>	This committee will meet in February and has been moved to a quarterly meeting.	
Task Force Committee Reports and recommended Actions		



<u>President's Report</u>	President Snelick reviewed the outreach for November and December including the attendance at the MSCHE conference and the Community College of Appalachia conference, employer summits, and a consideration for a new SIS. Additionally, the Community Foundation of the Northern Alleghenies has released \$5,000 for book scholarships.	
<u>VPASA Report</u>	Vice President Saunders noted enrollment of 68 academic students enrolled for the spring semester. Potential hires in this division include two CESSs and the ADCE position to fill a vacancy.	
<u>VPSIO Report</u>	Marketing efforts will be focused on reinvigorating grass roots efforts. In WFD, a contract has been finalized with Waste Management for CDL training for their employees. In Advancement there is an effort to build relationships with Community Foundations in each of the counties in the footprint.	
Erie Advisory Committee Update	This committee is scheduled to meet again on April 3, 2023.	
Rural Advisory Committee Update	This committee is scheduled to meet again on April 17, 2023.	
CEC Collaboration Report	This committee is scheduled to meet again on March 13, 2023.	
Executive Session		
Adjournment	Vice-Chair Esch requested a motion to adjourn, so moved by Trustee LeMeur, seconded by Trustee Evens. The meeting adjourned at 12:19 p.m.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date