



**Board of Trustees Meeting Minutes  
November 5, 2021  
NPRC Education and Training Center – Erie,  
Erie, PA & ZOOM Connection  
10:00 a.m.**

**In-Person Attendees:**

Chairperson Kate Brock  
Vice-Chairperson Ms. Amanda Hetrick  
Secretary Hank LeMeur  
Ms. Mary Bula  
Mr. Robert Esch  
Mr. Andy Foyle  
Ms. Amy Shields  
Mr. Duane Vicini

**Virtual Attendees:**

Dr. Adrienne Dixon  
Mr. Greg Mahon  
Vice President  
Melinda Saunders

**Administration/Staff**

President Susan Snelick  
Vice President Raymond Pring  
Ms. Joanna Elletson

**Absent:**

Mr. Mario  
Fontanazza  
Mr. Dennis Wilke

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-up Action Items</b>
<b>Call to Order</b>	Chairperson Brock called the meeting to order at 10:10 a.m.	
<b>Roll Call</b>	Ms. Elletson completed roll call. A meeting quorum was in attendance.	
<b>Public Comment</b>	No public attendees present. No comments made.	
<b>New Business</b>	<p><b>A. Presentation and Discussion: Capacity</b> Vice President Saunders presented a PowerPoint regarding the College’s current capacity and what additional resources NPRC would need with each additional (new) academic program/degree. A discussion was had, and VP Saunders took questions throughout the presentation from various board members.</p>	
<b>Standing Committees Reports and Recommended Actions</b>		
<b>Finance &amp; Audit Committee</b>	<p><b>A.</b> Committee meeting minutes - provided for the board’s information.</p> <p><b>B.</b> Financial Statements - Mr. Pring and Trustee LeMeur reviewed the financial information provided and</p>	



	<p>answered/clarified questions regarding the documents provided in trustee information.</p> <p><b>C.</b> After review and discussion, Chairperson Brock asked for a motion to approve the financial statements ending September 30, 2020. Trustee LeMeur so moved, and the motion was seconded by Trustee Vicini. The motion passed unanimously.</p> <p><b>D.</b> Vice President Pring gave a short summary regarding NPRC facilities (specifically Building I as a part of the NPRC Education and Training Center- Erie) which concluded with a discussion regarding the November 4, 2021 Open House in Erie.</p>	
<b>Executive Committee</b>	<p><b>A.</b> Approval of meeting minutes from the October 2021 meeting was tabled in alignment with the transition of job responsibilities with the incoming Executive Assistant to the President and Board of Trustees.</p> <p><b>B.</b> Chairperson Brock gave a verbal summary of October's meeting – including preparations for the Erie Open House. A brief verbal report regarding Harrisburg current events and budgeting was given by Trustee Mahon.</p>	
<b>Academic Affairs Committee</b>	<p><b>A.</b> No report.</p>	
<b>Policy Development/HR Committee</b>	<p><b>A.</b> No report.</p>	
<b>College Advancement Committee</b>	<p><b>A.</b> No report.</p> <p><b>B.</b> A verbal report was given on future opportunities being discussed by the committee regarding future scholarships and relationships with a Community Foundation within the coverage area.</p>	
<b>Public Relations and Marketing Committee</b>	<p><b>A.</b> A verbal report was given by Trustee Bula and President Snelick on current marketing plans and projects on the committee's horizon.</p> <p><b>B.</b> Conversations were had regarding the distribution of the Annual Report being prepared for distribution electronically and via mail.</p>	
<b>Nominating and Board Development Committee</b>	<p><b>A.</b> The proposed board of Trustee terms for 2022 were presented by Chairperson Brock along with current committee obligations and biographys of two candidates to fill vacant seats for the 2022 year.</p>	



	<ul style="list-style-type: none"> <li><b>B.</b> A motion was made to accept the proposed terms as presented by Trustee Esch and seconded by Trustee Shields. The motion carried unanimously.</li> <li><b>C.</b> A conversation regarding the board’s current slate of officers was had by the full board and was followed by a motion from Trustee Foyle and seconded by Trustee Shields to accept the proposed slate of officers as presented. This motion carried unanimously.</li> <li><b>D.</b> A note was made that an orientation is being planned for incoming trustee members.</li> <li><b>E.</b> Results of the 2021 Board of Trustee’s Self-Assessment Survey were distributed and a verbal summary was given by Chairperson Brock regarding the positive results of the survey.</li> </ul>	
<b>Strategic Growth Committee</b>	<ul style="list-style-type: none"> <li><b>A.</b> Trustee Vicini summarized the presentation regarding the College’s Strategic Plan Update 2020-2025.</li> <li><b>B.</b> A motion was made and seconded to approve the update Strategic Growth (update). This motion passed unanimously.</li> <li><b>C.</b> Trustee Vicini gave a verbal report on expansion ideas being discussed by the committee, while keeping in mind to follow all accreditation requirements and protocols.</li> </ul>	
<b>Task Force Committee Reports and Recommended Actions</b>		
<b>President’s Report</b>	<ul style="list-style-type: none"> <li><b>A.</b> President Snelick reviewed her report and supplementary report that were both included for the board as well as accept any questions from board members.</li> </ul>	
<b>VPASA’s Report</b>	<ul style="list-style-type: none"> <li><b>A.</b> Vice President Saunders reviewed her report that was included for trustee information and answered questions from various board members.</li> </ul>	
<b>Erie Advisory Committee Update</b>	<ul style="list-style-type: none"> <li><b>A.</b> The committee met in October 2021. A verbal report was given by President Snelick, VP Saunders, and Trustee Bula.</li> </ul>	
<b>Rural Advisory Committee Update</b>	<ul style="list-style-type: none"> <li><b>A.</b> The committee met in October 2021. A verbal report was given by President Snelick and VP Saunders.</li> </ul>	
<b>Executive Session &amp; Adjournment</b>	<ul style="list-style-type: none"> <li><b>A.</b> Executive Session was entered at 1:55 p.m.</li> <li><b>B.</b> The board came out of executive session at 2:58 p.m. Chairperson Brock asked for a motion to adjourn the board of trustee meeting at 3:01 p.m. The motion was unanimously approved.</li> </ul>	



**NORTHERN  
PENNSYLVANIA**  
REGIONAL COLLEGE

*Respectfully submitted by:* Joanna K. Elletson

*Signature on file*

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Hank LeMeur, Secretary of the Board

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Date