



**Board of Trustees Meeting Minutes  
September 9, 2022  
NPRC Administrative Office & Zoom Connection  
10:00 a.m.**

<b>Attendees:</b> Ms. Amanda Hetrick Mr. Hank LeMeur Mr. Jamie Evens Mr. Duane Vicini Mr. Robert Esch Ms. Amy Shields	<b>Virtual Attendees:</b> Ms. Kate Brock Dr. Kim Rees Krista Dawson Tom Wallenchok	<b>Administration/Staff:</b> President Susan Snelick VP Melinda Saunders VP Jen Cummings-Tutmaher Ms. Lori Swick Mrs. Andrea Shene Mr. Ben Blood	<b>Absent:</b> Dr. Adrienne Dixon Mr. Mario Fontanaza Mr. Greg Mahon Ms. Holli Wolfe
---	--	--	--

Agenda Item	Discussion/Action	Follow-up Action Items
<b>Call to Order</b>	Chairperson Brock was unable to attend in person and requested that Vice Chair Hetrick chair the meeting as she was attending in person. Chairperson Hetrick called the meeting to order at 10:00 a.m.	
<b>Roll Call</b>	Mrs. Shene completed roll call. A meeting quorum was in attendance.	
<b>Public Comment</b>	No comments.	
<b>Meeting Minutes</b>	The meeting minutes from the June 10, 2022 Board of Trustees meeting were presented for approval. Chairperson Hetrick asked for a motion to approve the June 10, 2022 meeting minutes. Trustee Evens so moved, second by Trustee LeMeur. The motion passed unanimously.	
<b>New Business</b>	<b>A. MSCHE Update-</b> Ben Blood presented on the standards of the MSCHE. A 10-question quiz game was utilized to review the standards.	
<b>Standing Committees Reports and Recommended Actions</b>		



<p><u>Finance &amp; Audit Committee</u></p>	<ol style="list-style-type: none"><li>1. Committee meeting minutes from the June 30, 2022, meeting were provided for the board's information.</li><li>2. Financial Statements – Trustee LeMeur noted that the financial statements reflect remaining underspent and that there will be a request to PDE for an extension. President Snelick noted she had a conversation with PDE regarding funding. She is waiting on a response regarding the ability to be coded as an allocation not a grant as the line item in legislation, if funds can be invested, and also if installments are possible.</li><li>3. Narrative and Budget report- There was a question of liabilities for payroll in the June financials. The amended financials were provided to the full board and adjustments were made to the budget vs actual report to reflect the correction. A motion to approve the June financials was requested, Trustee Evens so moved, second by Trustee Shields. The motion passed unanimously.</li><li>4. VP Monthly Report- An update was given on the intended plan in the absence of the VP of Finance and Administration. A job description is currently being reviewed and will be advertised as soon as it is approved.</li><li>5. Audit- Krista Dawson and Tom Wallenchok of Baker Tilly spoke to the Board regarding the 2020-2021 audit. Following the presentation questions arose from the discrepancies from the audit placed in the board book and that presented today by the auditors. Mr. Wallenchok noted he will ensure the most recent iteration of the audit will be provided to the board. A motion to approve the audit as presented with the understanding that the correction will be provided by Baker Tilly was requested by Trustee LeMeur, so moved by Trustee Shields and seconded by Trustee Esch. The motion passed unanimously.</li></ol>	<p>The most recent iteration of the audit will be provided to the board.</p>
---	---	--



	<p>Additionally, it was discussed that a new audit needs to be initiated. It was determined that a determination of the fees by Baker Tilly will be compared to two additional quotes to determine the best contract for NPRC moving forward. The quotes will be presented to the NPRC BOT F&amp;A committee for approval.</p> <p>6. 2022-2023 Operating Budget- The operating budget was amended to reflect the increase by PDE for 2022-2023. Trustee LeMeur requested a motion to approve the operating budget as presented, so moved by Trustee Shields, seconded by Trustee Esch. The motion passed unanimously.</p> <p>7. Five Year Projections- The projections for the budget years 2020-2025 were provided to the board. There was some concern with the current assumptions, it was noted that work will be done to assure the most accurate assumptions will be made. A motion to approve the projections with the understanding that the numbers may change was requested by Chairperson Hetrick, so moved by Trustee LeMeur, seconded by Trustee Evens. The motion passed unanimously.</p>	
<u>Strategic Growth Committee</u>	<p>1. Strategic Growth Committee approved meeting minutes- The May 16, 2022, minutes were provided for review. A meeting was held on July 27, 2022, those minutes will be presented at the October 13, 2022 monthly meeting. The next meeting is scheduled for September 19, 2022.</p>	
<u>Executive Committee</u>	<p>1. Meeting minutes from the committee meeting for the June 24, 2022, were provided for the board's information. The annual evaluation of the president was completed and will be discussed in Executive Session. It was noted that the President's Monthly Report will be formatted</p>	



	slightly different with the addition of the VPSIO report. Retreat planning has also continued.	
<u>Academic Affairs Committee</u>	The committee did not meet in August, there is no new information to report.	
<u>Policy Development – Human Resources</u>	The committee has not met, there is no new information to report.	
<u>College Advancement Committee</u>	The committee minutes from the May 18, 2022, meeting were provided for review. The committee met on August 17, 2022. Those minutes will be presented to the board once approved at the next meeting which is currently set for November 16, 2022.	A draft of committee minutes from the most recent committee meetings will be provided to the chair of committees prior to approval for reference.
<u>PR and Marketing Committee</u>	Meeting minutes from the June 3, 2022, meeting were provided for review. The 1 <sup>st</sup> quarter marketing activities were reviewed. Tracking of marketing efforts and their impact on enrollment continue. A new branding campaign began in July and the new materials were made available to the board.	
<u>Nominating and Board Development Committee</u>	Meeting minutes from the June 20, 2022 and July 18, 2022 meetings were provided for review. This committee met on August 16, 2022 and continued the discussion regarding vacancies on the board. An exit survey to address concerns of those leaving the BOT was developed. Conversation on the annual board retreat continued.	
<b>Task Force Committee Reports and recommended Actions</b>		
<u>President’s Report</u>	Changes will be made to the reporting format to focus more on outcomes than activities. Recent activities included the Center for Rural PA meeting hosted by NPRC. The Ribbon cutting at UP Titusville HUB. The Community Conversations being held in September was also discussed. Lastly the meeting on September 8 <sup>th</sup> with stakeholders to discuss Tioga expansion was discussed. A report was also provided on the process for developing KPI’s. The board requested reporting that indicated that targets from the KPI’s are met.	



	<p>President Snelick presented a resolution to the BOT regarding the 401K management by Northwest Bank removing Raymond Pring Jr. as an administrator and signatory. Signatory was determined to be President Snelick, Trustee LeMeur and limited access to Lisa Pecora as the plan administrator. The motion was requested by Chairperson Hetrick, so moved by Trustee Evens, second by Trustee LeMeur. The motion passed unanimously.</p> <p>A motion was also request by Trustee Hetrick to remove Raymond Pring Jr as the signatory from all NPRC accounts held at both Northwest Bank and Erie Bank. Signers to be listed on the Erie and Northwest Bank accounts are Lori Swick, Director of the Business Office, President Susan Snelick, Trustee Hank LeMeur, and Trustee Duane Vicini. The motion was moved by Trustee LeMeur, seconded by Trustee Shields. The motion passed unanimously.</p>	<p>The resolution is to be signed and minutes from today's meeting are to be received by Northwest Bank to authorize this request.</p>
<u>VPASA Report</u>	<p>Enrollment figures were shared. Current enrollment for the fall 2022 session is 74. An appointment has been made with Penn West and UPB to discuss articulation agreements with NPRC.</p>	
<u>VPSIO Report</u>	<p>Discussions have been occurring regarding the collaboration of WFD with current institutions of higher education. Work is ongoing with the Giving Campaigns and a presentation will be occurring at the October monthly meeting to engage the BOT in a giving campaign. An advancement video has been developed for this purpose.</p>	
Erie Advisory Committee Update	<p>This committee will meet on October 3, 2022.</p>	
Rural Advisory Committee Update	<p>This committee will meet on October 17, 2022.</p>	
CEC Collaboration Report	<p>This committee will meet on October 10, 2022.</p>	
<b>Executive Session</b>	<p>A motion to enter into executive session was requested by Chairperson Hetrick at 11:58. The motion was moved by Trustee LeMeur, seconded by Trustee Esch.</p>	
<b>Adjournment</b>	<p>Chairperson Hetrick adjourned the meeting at 12:28 p.m.</p>	



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

*Respectfully submitted by:* Andrea Shene

---

Hank LeMeur, Secretary of the Board

---

Date