



**Board of Trustees Meeting Minutes
November 11, 2022
NPRC Administrative Office & Zoom Connection
10:00 a.m.**

Attendees: Ms. Amanda Hetrick Mr. Hank LeMeur Mr. Jamie Evens Mr. Duane Vicini Ms. Kate Brock	Virtual Attendees: Ms. Holli Wolfe Dr. Adrienne Dixon Ms. Amy Shields	Administration/Staff: President Susan Snelick VP Melinda Saunders VP Jen Cummings-Tutmaher Mrs. Andrea Shene	Absent: Mr. Mario Fontanazza Mr. Greg Mahon Mr. Robert Esch Dr. Kim Rees
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Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock called the meeting to order at 10:07 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 October 13, 2022 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the October 13, 2022 meeting minutes. Trustee Vicini so moved, second by Trustee Hetrick. The motion passed unanimously.	
New Business	<p>A. Climate Survey- The survey results were compared over the period from 2020-2022. The survey didn't change over that period for consistency. Suggestions were to remove the "don't know" response from the questions and replace it with N/A, and to add a component for determining the length of employment.</p> <p>B. MSCHÉ Visits- All 18 active sites were visited. Positive feedback was reported from the reviewers. On Monday November 14th the peer review team will be meeting with staff beginning at 8:30 a.m. and will meet with the BOT at 2:00 p.m. An email will be sent to determine who will</p>	The Standards of Affiliation will be recirculated for the Board of Trustees to review.



	<p>be attending in person and who will be attending virtually.</p> <p>C. Rescheduling of December 9, 2022 meeting- This meeting will be moved to December 15, 2022 at 11:00 a.m. and will be a special meeting of the Board of Trustees. A motion to move the meeting to December 15th was requested by Chairperson Brock, so moved by Trustee Vicini, seconded by Trustee Hetrick. The motion passed unanimously.</p>	<p>A legal notice will be placed to announce this change.</p>
<p>Standing Committees Reports and Recommended Actions</p>		
<p><u>Finance & Audit Committee</u></p>	<ol style="list-style-type: none"> 1. Committee meeting minutes from the October 3, 2022 meeting were provided for the board’s information. 2. Financial Statements – Trustee LeMeur noted the expenditure was not out of the ordinary for August or September. Trustee LeMeur requested a motion to approve the August and September financials, so moved by Trustee Evens, seconded by Trustee Hetrick. The motion passed unanimously. 3. Narrative and Budget Report- The extension on PDE funding is currently in process and has been sent to Michael Dotts. The request would extend the spending to June 2023. There was also a discussion regarding the segregation of accounts due to large balances. The decision of the committee was to table this until the new VPFO is determined although checking is to be segregated now. The final item of discussion was the landlord of the Erie facility opening a CDL range next to the NPRC range. Due to this, NPRC has been released from the lease for the CDL range. There were improvements that were completed by NPRC that President Snelick has contacted the 	



	<p>landlord for recouping of those costs or a reduction in rent in the amount of expenditures for the improvements. Currently, the landlord has not responded to the proposal. Communication will continue to resolve the issue.</p> <p>4. 1st Floor Expansion Warren Offices-A proposal to expand office space to the first floor was discussed. Increases in staffing require the addition of office space. Trustee LeMeur abstained from the vote as he is a member of the WCCBI board, the owner of the property. A motion to approve the addition of the 1st floor office space at the Warren Administrative Center was requested by Chairperson Brock, so moved by Trustee Hetrick seconded by Trustee Evens. The motion passed unanimously.</p>	
<u>Strategic Growth Committee</u>	<p>1. There was a meeting on November 4, 2022 in Wellsboro with stakeholders from Tioga County to explore expansion in the county. There was an interest by local school districts to become sites for academic instruction. Gary Sawtelle will be meeting with the districts to explore the sites and details of delivery. The intention is to have the availability for classes at these sites for the spring 2023 term. A letter will be sent to the Department of Education outlining the proposal for delivery of educational services to Tioga County.</p>	
<u>Executive Committee</u>	<p>1. Meeting minutes from the committee meeting for October 5, 2022, were provided for the board's information. Items of discussion included the membership and agenda for the EAC/RAC, the trams for new board members, and the restructuring of the current committees of the Board of Trustees. A meeting will not be necessary for the December Board meeting, an email to review the agenda will be sent to the committee.</p>	



<p><u>Academic Affairs Committee</u></p>	<p>The committee did not meet in October and there is no new information to report. A meeting will be held on December 16, 2022.</p>	
<p><u>Policy Development – Human Resources</u></p>	<p>The committee met on November 8, 2022. The business of the committee was to review the bylaws for the Board of Trustees. 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. President Snelick is to discuss potential changes with Elliot Ehrenreich for guidance on governance questions and a follow up meeting will take place in January.</p>	
<p><u>College Advancement Committee</u></p>	<p>The committee will meet on November 22, 2022.</p>	
<p><u>PR and Marketing Committee</u></p>	<p>Meeting minutes from the September 23, 2022 meeting were provided for review. Corrections to the minutes were discussed. The committee discussed tracking of traditional versus digital media relating to expenditures. There is interest in closing the loop and determining how the work of marketing and PR has impacted enrollment. The meetings from October and November have been cancelled, a meeting will be held in late December for the January board meeting.</p>	
<p><u>Nominating and Board Development Committee</u></p>	<ol style="list-style-type: none"> 1. Meeting minutes from the September 26, 2022 meeting were provided for review. The meeting held on October 31, 2022 was also discussed. The committee recommended the slate of officers for 2023. Serving as Chairperson is Kate Brock, Robert Esch will serve as Vice Chair, as Amanda Hetrick is stepping down, and Hank LeMeur will serve as secretary. Duane Vicini will continue to serve as the at large member. A motion to approve the slate of officers as stated following an opportunity for discussion was so moved by Trustee Wolfe, seconded by Trustee Evens. Chairperson Brock abstained from the vote. The motion passed unanimously. Officers will be sworn in at the January 13, 2023 meeting. 	
<p>Task Force Committee Reports and recommended Actions</p>		



<u>President's Report</u>	Updates were given on the recent Community Conversations. Updates were also given on the recent MSCHE visits, the interview process for the VPFO position, and ongoing Financial Aid training required for Title IV compliance. For the January meeting President Snelick will prepare the 2022 milestones.	
<u>VPASA Report</u>	The course evaluation results were shared. A model for application was developed to compare to the model presented by EAB at the annual retreat. In the future this will be part of the self-study. Open house updates were presented as well as the announcement of the beginning of spring enrollments next week.	
<u>VPSIO Report</u>	The monthly report discussed the marketing updates as well as the addition of WFD specialists, and an update on new external signage on sites across the region. New program updates and staffing in WFD were presented. Advancement updates included the announcement the annual report will be ready in December and updates on the CASE conference in CA.	
Erie Advisory Committee Update	This committee is scheduled to meet again in April 2023.	
Rural Advisory Committee Update	The minutes from the October 31, 2022 meeting were shared.	
CEC Collaboration Report	This meeting is scheduled for November 16, 2022.	
Executive Session	A motion to enter executive session was requested by Chairperson Brock, so moved by Trustee LeMeur, second by Trustee Hetrick. Motion passed unanimously. The executive session began at 11:59 a.m. A motion to end the executive session was requested by Chairperson Brock so moved by Trustee Vicini, second by Trustee Hetrick. The motion passed unanimously. Executive session ended at 12:09.	
Adjournment	Chairperson Brock requested a motion to adjourn, so moved by Trustee LeMeur, seconded by Trustee Vicini. The meeting adjourned at 12:10 p.m.	



**NORTHERN
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Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date