



**Board of Trustees Meeting Minutes  
February 10, 2023  
Beacon Light Recovery Center  
10:00 a.m.**

**Attendees:**

Dr. Kim Rees  
Mr. Hank LeMeur  
Mr. Jamie Evens  
Mr. Duane Vicini  
Mr. Robert Esch  
Ms. Jennifer Gesing  
Ms. Kate Brock  
Ms. Amanda Hetrick  
Dr. Richard McDowell

**Virtual Attendees:**

Ms. Holli Wolfe  
Dr. Adrienne Dixon  
Ms. Amy Shields  
Mr. Greg Mahon  
Mr. Ben Blood  
Mr. Lucas McNeal  
Mr. Marion Fontanazza

**Administration/Staff:**

President Susan Snelick  
VP Melinda Saunders  
VP Jen Cummings-Tutmaher  
Mrs. Andrea Shene

**Absent:**

Mr. Kevin Sprong

Agenda Item	Discussion/Action	Follow-up Action Items
<b>Call to Order</b>	Chairperson Brock called the meeting to order at 10:05 a.m.	The mission will be added to the agenda for future meetings.
<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 January 13, 2022 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the January 13, 2022 meeting minutes. Trustee LeMeur moved, second by Trustee Vicini. The motion passed unanimously.	
<b>New Business</b>	<p><b>A. Oath of Office-</b> It was noted that Kevin Sprong has a work conflict with the meeting dates and therefore submitted a letter of resignation. Chairperson Brock requested a motion to accept Mr. Sprong's resignation. The motion was so moved by Trustee Hetrick and seconded by Trustee Evens. The motion passed unanimously.</p> <p><b>B. Dr. Dick McDowell Emeritus Presentation-</b> Introductions were completed and Dr. McDowell was presented the Emeritus recognition by Chairperson Brock.</p>	



	<b>C. Dual Enrollment Student Presentation-</b> Ben Blood introduced Lucas McNeal a current dual enrollment student attending Sheffield High School.	
<b>Standing Committees Reports and Recommended Actions</b>		
<u>Finance &amp; Audit Committee</u>	<ol style="list-style-type: none"><li>1. Committee meeting minutes from the January 6, 2023 meeting were provided for the board's information. An update on the search for the VPFO was provided. In person interviews are taking place.</li><li>2. Financial Statements – Information regarding the PDE funds revealed that the check for the new allocation has been received and the extension has been approved. A cybersecurity policy was recommended and purchased at Gary Sawtelle's recommendation. Trustee Vicini made a motion to approve the November financials, seconded by Trustee Evens. The motion passed unanimously.</li><li>3. Narrative and Budget Report- Upcoming meetings and presentations were discussed including the audit for 2021-22 in March as well as the 2023-2024 operating budget and the audit for 2022-2023 in September.</li></ol>	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none"><li>1. The meeting minutes from the September 19, 2022 meeting were provided for review. There was a meeting recently where the Tioga expansion was discussed as well as the use of the Erie Facility equipment. A meeting with the Fund for the Northern Tier was also discussed.</li></ol>	
<u>Executive Committee</u>	<ol style="list-style-type: none"><li>1. Meeting minutes from the committee meeting for January 4, 2022, were provided for the board's information. The documents for Trustee roles and responsibilities will be prepared for next month's meeting. Conflict of interest forms have been received and will be reviewed at the next Executive committee meeting.</li></ol>	



	<p>2. Harrisburg Update- March 7<sup>th</sup> is the annual budget meeting with the new Governor. Questions regarding new contacts and dates for visits were addressed.</p>	
<u>Academic Affairs Committee</u>	<p>The next meeting of this committee is February 24, 2023. Items to be addressed at this meeting are policy and the annual program review.</p>	
<u>Policy Development – Human Resources</u>	<p>This committee has not met.</p>	
<u>College Advancement Committee</u>	<p>This committee is scheduled to meet on February 15, 2023.</p>	
<u>PR and Marketing Committee</u>	<p>This committee will meet on February 22, 2023 and has been moved to a quarterly meeting.</p>	
<b>Task Force Committee Reports and recommended Actions</b>		
<u>President’s Report</u>	<p>Internal focus group meetings will take place with staff to explore ways to increase enrollment and recruitment. A discussion on sharing enrollments with external stakeholders utilizing WFD and academic student totals. Meetings have continued to determine the best SIS moving forward. Information was given on an ARC grant for mobile labs. Legislative meetings will be scheduled soon in Harrisburg.</p>	
<u>VPASA Report</u>	<p>Dual enrollment agreements were highlighted as well as the new CRJ prior learning credit options. The student experience survey was reviewed. The enrolment numbers for spring 2023 were provided. Updates were also given on articulation agreements that are being developed with SRU and Wilson College in conjunction with the IU9.</p>	
<u>VPSIO Report</u>	<p>The newest PR and marketing campaigns were discussed. The Q3 and Q4 information from work force development were shared. The conference that was attended in California was also highlighted. Updates on new programs including waste water treatment and WFD specialists working in businesses to promote new programs was shared. In advancement, policies are being</p>	



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	developed regarding gift acceptance and work with area foundations.	
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.	
<b>Executive Session</b>		
<b>Adjournment</b>	Chairperson Brock requested a motion to adjourn, so moved by Trustee LeMeur, seconded by Trustee Hetrick. The meeting adjourned at 12:02 p.m.	

*Respectfully submitted by:* Andrea Shene

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Hank LeMeur, Secretary of the Board

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Date