



**Board of Trustees Meeting Minutes
April 14, 2023
Warren Administrative Office
10:00 a.m.**

Attendees:

Ms. Kate Brock
Dr. Kim Rees
Mr. Duane Vicini
Ms. Amanda Hetrick

Virtual Attendees:

Mr. Robert Esch
Ms. Holli Wolfe
Ms. Amy Shields
Mr. Hank LeMeur
Mr. Jamie Evens
Tom Wolenchok*
Kerri Bogda*
Jamie Kuntz*

Administration/Staff:

President Susan Snelick
VP Mike Giambrone
VP Melinda Saunders
VP Jen Cummings-Tutmaher
Mrs. Andrea Shene
Ms. Lori Swick
Mr. Adam Johnson

Absent:

Dr. Adrienne Dixon
Mr. Greg Mahon
Ms. Jennifer Gesing
Mr. Mario Fontanazza

*Baker Tilly

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock called the meeting to order at 10:01 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 March 10, 2023 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the March 10, 2023 meeting minutes. Trustee Hetrick so moved, seconded by Trustee Vicini. The motion passed unanimously.	
New Business	<p>A. Workforce Development Presentation- The WFD team was identified, the development of a mission statement and the rationale for course offerings were identified. The types of trainings offered were discussed. New partnerships were discussed and changes with third party providers were reviewed.</p> <p>B. Annual Retreat Dates- Possible dates explored were September 14/15th and the 28/29th. After discussion it was decided that the 28th and 29th were preferred. Chairperson Brock requested a motion to approve this date for the annual retreat. So moved by Trustee Esch, seconded by</p>	



	<p>Trustee Hetrick. The motion passed unanimously. Topics will be discussed in the executive committee meetings.</p> <p>C. EAC/RAC Changes-These two committees will be combined as one advisory council. The Trustees were asked to use the advisory council sign up form for new membership. Chairperson Brock requested a motion to approve the charge for the advisory council as presented. So moved by Trustee Vicini, seconded by Trustee Hetrick. The motion passed unanimously.</p> <p>D. BOT Candidate- Heather G Evans was the candidate presented for consideration. Following discussion, Chairperson Brock requested a motion to approve Heather for NPRC BOT for a two-year term. So moved by Trustee Hetrick, seconded by Trustee Rees. The motion passed unanimously.</p>	
Standing Committees Reports and Recommended Actions		
<u>Finance & Audit Committee</u>	<ol style="list-style-type: none">1. Committee meeting minutes from the January 27, 2023 meeting were provided for the board's information following amendment at the last committee meeting. The minutes from the February 24, 2023 meeting were also provided for review.2. Financial Statements –A motion to pass the February financials as presented was so moved by Trustee Vicini and seconded by Trustee Rees. The motion passed unanimously.3. Narrative and Budget Report- Information was provided on the process of obtaining the 2022-2023 PDE funds to use as a project fund for matching the ARC grant and the purchase of the SIS. Chairperson LeMeur requested a motion to approve 1.1.million as recommended by the Finance and Audit committee to purchase the Ellucian SIS as well as supplemental systems for WFD (Modern Campus) and a CRM (Element 451).	



	<p>So moved by Trustee Hetrick, seconded by Trustee Esch. The motion passed unanimously.</p> <p>4. Audit- The designated representatives from Baker Tilly presented the 2021-2022 audit. Discussion included the overview of Baker Tilly’s responsibilities and internal controls. There were no reported issues but there were a few recommendations shared. It was noted that there are outstanding details that are required to complete the 990 and this will be prepared to present at the May 12, 2023 meeting. A motion to approve the 2021-2022 audit as presented was so moved by Trustee LeMeur, seconded by Trustee Shields. The motion passed unanimously.</p> <p>5. VPFO Report- VP Giambrone noted that information regarding the Healthcare Renewal will be prepared for the April F&A committee meeting for approval.</p>	
<u>Strategic Growth Committee</u>	<p>The next meeting of this committee is April 19, 2023.</p>	
<u>Executive Committee</u>	<p>1. Meeting minutes from the committee meeting for March 1, 2022, were provided for the board’s information. Information was provided on the updates to the organizational chart, and the new Trustee, Heather G Evans.</p> <p>2. Harrisburg Update-Susie will be scheduling meetings for April/May of 2023 in Harrisburg.</p>	
<u>Academic Affairs Committee</u>	<p>This committee will meet to approve policy for the June BOT meeting.</p>	
<u>Policy Development – Human Resources</u>	<p>This committee has not met.</p>	



<u>College Advancement Committee</u>	A meeting is scheduled for May 17, 2023.	
<u>PR and Marketing Committee</u>	This committee will meet again in September and the charge is awaiting approval to submit to the full board for the June meeting.	
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	The March report was shared including the VPFO meetings over the month, meetings with directors regarding details from the Focus Group meetings, SIS consultation meetings, and continued outreach in Tioga County.	
<u>VPASA Report</u>	The included report includes information on the professional development opportunities in the academic and student affairs departments. Additionally, it was shared that TAOC responded to the VPASA that 14 courses under review for transfer have been accepted by the committee. Admitted Student Days will be taking place across the region beginning in the WCSD; FASD; Austin SD; and SMASD. An update was given regarding the ARC grant to purchase mobile vans for use in academics, recruitment and WFD.	
<u>VPSIO Report</u>	Information was shared on the open houses across the region, new billboards, the website rebuild, updates to signage across the region, and news regarding the net promoter score from the perception study improving to a -6. Advancement discussion included the Erie Gives campaign, improved tracking of gifts and the award for scholarship from the Helene Nawrocki fund.	
Erie Advisory Committee Update	This committee will be merged with the Rural Advisory Committee and will meet once the new membership is established.	
Rural Advisory Committee Update		
CEC Collaboration Report	The meeting minutes from the March 2023 meeting were provided for review. This committee will meet three times/year corresponding with the beginning of each term.	



<p>Executive Session</p>	<p>Chairperson Brock requested a motion to enter Executive Session at 12:01 p.m. The motion was so moved by Trustee Hetrick, seconded by Trustee Rees. The motion passed unanimously. A motion to end Executive Session was requested by Chairperson Brock at 12:14 p.m. The motion was so moved by Trustee Rees, seconded by Trustee Hetrick. The motion passed unanimously. Prior to entering executive session there was discussion relating to a possible motion following the executive session. As such, Chairperson Brock requested a motion to support the organizational chart as presented to the board. So moved by Trustee Evens, seconded by Trustee LeMeur. The motion passed unanimously.</p>	
<p>Adjournment</p>	<p>Chairperson Brock requested a motion to adjourn, so moved by Trustee Rees, seconded by Trustee Hetrick. The meeting adjourned at 12:16 p.m.</p>	

Respectfully submitted by: Andrea Shene

 Hank LeMeur, Secretary of the Board

 Date