



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

Attendees:

Ms. Kate Brock
Ms. Amanda Hetrick
Mr. Hank LeMeur
Mr. Duane Vicini
Mr. Jamie Evens
Mr. Robert Esch
Mr. Andy Foyle
Dr. Kim Rees

Virtual Attendees:

Mr. Dennis Wilke
Mr. Greg Mahon
Ms. Amy Shields
Ms. Holli Wolfe

Administration/Staff:

President Susan Snelick
VP Melinda Saunders
VP Ray Pring
Mrs. Andrea Shene

Absent:

Mr. Mario Fontanazza
Ms. Mary Bula
Dr. Adrienne Dixon

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock called the meeting to order at 10:06 a.m.	
Roll Call	Mrs. Shene completed roll call. A meeting quorum was in attendance.	
Public Comment	No comments.	
Meeting Minutes	<p>The meeting minutes from the January 14, 2022 Board of Trustees meeting were presented for approval.</p> <p>Chairperson Brock asked for a motion to approve the January 14, 2022 meeting minutes. Trustee Hetrick so moved, second by Trustee Foyle. The motion passed unanimously.</p>	
New Business	<p>A. NPRC BOT Oath of Office: Chairperson Brock welcomed the new members, and all were invited to introduce themselves to the group. Chairperson Brock swore in new Trustee, Ms. Holli Wolfe.</p> <p>B. Commencement Speaker</p>	



	<p>John Schlimm was recommended by the commencement committee. The venue will be in Elk County on May 21, 2022 at 2:00 pm.</p> <p>C. Board Directory – A request was made by NPRC BOT for a directory for communication and a comprehensive list of terms by the NPRC BOT. Chairperson Brock requested that these be added to the library of board effect. Additionally, the organizational chart from Bamboo HR was provided.</p> <p>D. Gary Sawtelle Presentation- Gary spoke about the vulnerability of ransomware attacks. He noted that we are less vulnerable because of our system is cloud based. Noted we also use webroot virus protection. He also noted that there has been a discussion involving an insurance policy if there was a successful attack but that no such policy exists at this time.</p>	<p>C. NPRC BOT Terms and NPRC Trustee Directory is added to Board Effect in the Library.</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 were provided for the board’s information. A motion was requested by Chairperson Brock to approve the January 7, 2022 minutes. Trustee Vicini so moved second by Trustee Shields. Motion passed unanimously. 2. Financial Statements - Mr. Pring reviewed the financial information provided and answered/clarified questions regarding the documents, ending December 2021. 3. Narrative and Budget report- VP Pring discussed the Line of Credit increase. He also discussed PDE disbursements being held up since August 2021, set for November or December 2021, by Covid 19 delays according to PDE. He noted that the next grant request is set for February 2022. 	



	4. VP Monthly Report- VP Pring noted the monthly report is included in board effect.	
<u>Executive Committee</u> - <u>Legislative Affairs</u>		
<i>Executive Committee</i>	<ol style="list-style-type: none"> 1. Meeting minutes from the committee meetings for the January 5, 2022 meeting were provided for the board's information. In future meetings the intention will be to rotate committee reporting schedules following finance to allow equal time for reporting. A timeline for the replacement of the VP position that was lost is set for April. 2. Harrisburg Update- Trustee Mahon discussed the recent release of Gov Wolf's draft budget. A list of Representatives and Senators in our footprint is to be distributed to the board for contacts to establish communications to aid in restoring funding into the budget. 	2.A contact list was emailed to the full board. Additionally, existing meetings were shared in the email to allow for BOT participation in the meetings if feasible.
<i>Harrisburg Update</i>	Trustee Mahon commented on important events impacting NPRC specifically the Governor's budget address on February 8, 2022.	
<u>Academic Affairs Committee</u>	Meeting minutes from June 6, 2021 and January 5, 2022 were provided for the board's information. NPRC Policy 322=36 Firearms and Offensive Weapons for Students was approved by the committee. Trustee Hetrick requested a motion to approve the policy. Trustee Evens so moved, second by Trustee Esch. Passed unanimously.	
<u>Policy Development – Human Resources</u>	The meeting scheduled for January was cancelled and has not yet been rescheduled.	
<u>College Advancement Committee</u>	Meeting minutes from the October 2021 meeting were provided for the board's information. Trustee Esch discussed the recent partnership with CFNA and requested that the media release on the meeting be sent to the NPRC BOT via email. Also requested was an email to address recent news reports occurring in the region regarding NPRC.	An email was sent to inform the board of the media release for the partnership with CFNA and a pdf file of recent news stories involving NPRC.
<u>PR and Marketing Committee</u>	Meeting minutes from the December 16, 2021 meeting were provided for the board's information. Trustee Shields provided the report in Chairperson Bula's absence. Trustee Shields reported on the toolkit that the	



	Director of Marketing shared that aligns marketing goals with the strategic plan. Also shared was the position of copywriter which is currently ongoing.	
<u>Nominating and Board Development Committee</u>		
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	Brief verbal report shared. Highlights were the cobranding arrangement with Pitt Titusville, being placed on the CDL provider list to continue offering training, partnership with Work Force Solutions to provide employers with funding for manufacturing training, work with NWIRC for the UAA program, customized training with Penn Highland's, a training program with Journey Health, an additional ER class for Tidioute and a fire safety continuing education course.	
<u>VPASA Report</u>	Brief verbal report shared. Highlights were the changed to our Title IX policy, a DE program update, the discussion of a survey provided to the NPRC BOT for preferred methods of receiving reporting and updates on registration.	
Erie Advisory Committee Update	The committee has not met. The next meeting is in April 2022.	
Rural Advisory Committee Update	The committee has not met. The next meeting is in April 2022.	
CEC Collaboration Report	The committee has not met. The next meeting is in April 2022.	
Executive Session & Adjournment	Executive session called into session at 10:13 a. m. A motion to enter executive session was requested by Trustee Brock, so moved by Trustee Esch, second by Trustee Foyle. Motion passed unanimously. Executive session adjourned at 10:57 a.m. Chairperson Brock asked for a motion to adjourn the meeting. Trustee Vicini so moved, second by Trustee Foyle. The meeting adjourned at 12:01 p.m.	



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Signature on file

2.12.2021

Hank LeMeur, Secretary of the Board

Date