



**Board of Trustees Meeting Minutes  
January 14, 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. Greg Mahon  
Ms. Kim Rees

**Virtual Attendees:**

Mr. Dennis Wilke  
Mr. Andy Foyle  
Ms. Mary Bula  
Dr. Adrienne Dixon

**Administration/Staff:**

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

**Absent:**

Mr. Mario Fontanazza  
Ms. Amy Shields

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-up Action Items</b>
<b>Call to Order</b>	Chairperson Brock called the meeting to order at 10:05 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 November 5, 2021 Board of Trustees meeting were presented for approval.  Chairperson Brock asked for a motion to approve the November 5, 2021 meeting minutes. Trustee Hetrick so moved, second by Trustee Vicini. The motion passed unanimously.	
<b>New Business</b>	<b>A. NPRC BOT Oath of Office:</b> Chairperson Brock welcomed the new members, and all were invited to introduce themselves to the group. Chairperson Brock swore in new Trustees, Mr. Jamie Evens and Ms. Kim Rees. She also swore in Vice Chairperson Ms. Amanda Hetrick and Secretary Mr. Hank LeMeur.	



	<p>Chairperson Ms. Kate Brock was sworn in by President Susan Snelick.</p> <p><b>B. Consent Agenda</b>  <b>Revised Policy:</b> NPRC Policy 3237, NPRC Policy 3040, Policy 3050, ad NPRC 3110 were discussed. Chairperson Brock asked for a motion to approve. Trustee Hetrick so moved second by Trustee Vinci. Motion passed unanimously.</p> <p><b>C. Conflict of Interest Form</b> – For Non-employees. Please return to Mrs. Andrea Shene. A question was raised as to the length of time to be considered to confirm with policy on conflicts. The policy is to be emailed to the board.</p> <p><b>D. NPRC Staffing Updates</b> – A request was made by Trustee Vicini to view the organizational chart to discern new staff and staffing changes. A title update was provided until the organizational chart can be more easily viewed in Bamboo HR. Faculty staffing changes were discussed as well as the addition of Dir. of Financial Aid, Assist Dir. of Student Services and Copywriter.</p> <p><b>E. 2022-23 Proposed Tuition Rates and Fees</b> – For the academic year there will be no rate increases. There has been no increase since 2018, may be necessary for 2023-24 academic year. Chairperson Brock requested a motion to approve. Trustee LeMeur so moved second by Trustee Vicini. Motion passed unanimously.</p> <p><b>F. Covid 19 Updates-</b> VP Pring wanted to provide updates at the request of the BOT Executive Committee. Currently any mandates on hold, as per SCOTUS ruling. A discussion on whether the BOT or PET would enact a mandate if required. No precedent set, no decision made.</p>	<p>C. Conflict of interest policy to be emailed to BOT members.</p> <p>D. A BOT directory and term chart will be presented at next meeting February 11, 2022.</p>
<p><b>Standing Committees Reports and Recommended Actions</b></p>		
<p><u>Finance &amp; Audit Committee</u></p>	<p>1. Committee meeting minutes – were provided for the board’s information. A</p>	



	<p>motion was requested by Chairperson Brock to approve the October 29, 2021 minutes. Trustee LeMeur so moved second by Trustee Vicini. Motion passed unanimously. A motion was requested by Chairperson Brock to approve the December 10, 2021 minutes. Trustee LeMeur so moved second by Trustee Hetrick. Motion passed unanimously.</p> <ol style="list-style-type: none"> <li>2. Financial Statements - Mr. Pring reviewed the financial information provided and answered/clarified questions regarding the documents, ending November 30, 2021.</li> <li>3. Narrative and Budget report- VP Pring discussed the Line of Credit increase. He also discussed PDE extension and the grant distribution being much better.</li> <li>4. VP Monthly Report- VP Pring noted the monthly report is very straightforward. Working hard to ensure the 2022-23 budget is prepared for March 2022 BOT meeting.</li> </ol>	
<u>Executive Committee - Legislative Affairs</u>		
<i>Executive Committee</i>	<ol style="list-style-type: none"> <li>1. Meeting minutes from the committee meetings for September and October were provided for the board's information.</li> <li>2. Committee Meeting Assignments- The list of committees was set with minor changes in the times/dates of meetings in addition to the assignments of committees of the new Trustees.</li> </ol>	2.The committee assignments with the new BOT members has been established.
<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>	Trustee Hetrick noted that next month's meeting will provide June 2021 and December 2021 minutes. Many policy updates and reviews have been discussed.	
<u>Policy Development – Human Resources</u>	The committee is to meet on January 26, 2022, at 10:00 a.m.	



<u>College Advancement Committee</u>	A meeting is scheduled for January 19, 2022. A question was raised by Trustee Esch regarding the success in securing a meeting with Bridge Builders, President Snelick noted that a meeting has not yet been secured.	
<u>PR and Marketing Committee</u>	Meeting minutes from the committee's October 25, 2021, meeting were provided for the board's information. Trustee Bula requested that an overview of the Marketing Plan be presented to the full BOT when it made sense in the schedule. Many accolades were given regarding the annual report and its distribution.	The Marketing Plan is tentatively scheduled for the March 11, 2022 BOT Meeting.
<u>Nominating and Board Development Committee</u>	Holli Wolfe's biography was presented to the board for consideration. Trustee Hetrick recommended Ms. Wolfe and noted her connections to Venango and Crawford Counties. Chairperson Brock requested a motion to approve Holli Wolfe to the NPRC BOT. Trustee Esch so moved second by Trustee LeMeur. Motion approved unanimously.	
<b>Task Force Committee Reports and recommended Actions</b>		
<u>President's Report</u>	Brief verbal report shared.	
<u>VPASA Report</u>	Brief verbal report shared.	
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 minutes from the October 2021 meeting were shared. The CEC met on January 10, 2022; those minutes will be shared at the February BOT meeting.	
<b>Executive Session &amp; Adjournment</b>	No Executive session called. A student presentation was given by Brittany Grajek. Chairperson Brock asked for a motion to adjourn the meeting. Trustee Vicini so moved, second by Trustee Mahon. The meeting adjourned at 12:15 p.m.	



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

*Signature on file*

*2.12.2021*

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Hank LeMeur, Secretary of the Board

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Date