



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

Attendees:

Ms. Kate Brock
Ms. Amanda Hetrick
Mr. Duane Vicini
Mr. Robert Esch
Mr. Hank LeMeur
Mr. Jamie Evens
Ms. Abbi Petrosky

Virtual Attendees:

Mr. Greg Mahon
Ms. Amy Shields
Dr. Adrienne Dixon

Administration/Staff:

VP Melinda Saunders
VP Ray Pring
President Susan Snelick
VP Jennifer Cummings-
Tutmaher
Mrs. Andrea Shene

Absent:

Mr. Dennis Wilke
Dr. Kim Rees
Ms. Holli Wolfe
Mr. Mario Fontanazza

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock called the meeting to order at 10:03 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 May 13, 2022 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the May 13, 2022 meeting minutes. Trustee Esch so moved, second by Trustee Vicini. The motion passed unanimously.	
New Business	<p>A. Perception Study- Abbi Petrosky outlined the main points of the perception survey. Familiarity and favorability were directly correlated. The most important attributes identified were cost, flexibility, and location. A net promoter score needs improved and there is a new advertising campaign that was developed based on these findings to aid in improving this. The new ad campaign will begin on July 1. Effectiveness will be assessed after approximately 6 months.</p> <p>B. Cancellation of July and August 2022 monthly meetings- Committees will still meet as needed.</p>	



	<p>F&A, will continue with monthly meetings, PR&M, AAC, and Executive will meet as needed. A motion to cancel the July and August meeting was moved by Trustee Evens, second by Trustee LeMeur. The motion passed unanimously.</p> <p>C. Moratorium on Fees- The President’s Executive Team approved a two-year moratorium on fees. A motion to approve this action was provided by Trustee Vinci, second by Trustee Esch. The motion passed unanimously.</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 May 6, 2022, meeting were provided for the board’s information. 2. Financial Statements - Mr. Pring reviewed the financial information provided and noted the month of April was typical. On the balance sheet accounts payable were higher than normal due to equipment purchases that are delayed in delivery, however, nothing is overdue. 3. Narrative and Budget report- VP Pring noted that the current PDE spending may require an extension in September. Currently the majority of expenses are on salary, 66%. A motion to approve April financials was requested, Trustee Evens so moved, second by Trustee Hetrick. The motion passed unanimously. 4. VP Monthly Report- VP Pring noted the monthly report is included in board effect. Management of PTO was highlighted. 5. Northwest Bank Resolution- This resolution was presented at the May 6, 2022 F&A committee meeting. This will allow for the aggregate limit on credit cards to be raised 	



	and allows for signatures on checks by the Assistant Director of Business Operations for regular expenses below \$1000.	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none"> 1. Strategic Growth Committee approved meeting minutes- The May 16, 2022, minutes were provided for review. 2. PMI Partnership-Trustee Vicini provided a verbal report regarding the committee's decision to not pursue a partnership with PMI. A motion to not enter a partnership with PMI was made by Trustee LeMeur, second by Trustee Hetrick. The motion passed unanimously. 3. Site/Expansion Considerations- Several possibilities for expansion were discussed. The recommendations were divided into three separate items for motions to approve. <ol style="list-style-type: none"> a. The first motion was to approve the addition of Tioga County to NPRC's footprint. Trustee Hetrick made a motion to approve, second by Trustee Evens. The motion passed unanimously. b. Seneca Highlands CTC, Venango CTC, and Crawford CTC will be WFD locations only. Additionally, academic locations will be added in Meadville and Venango County. Trustee Events made a motion to approve, second by Trustee Esch. The motion passed unanimously. c. Northern Potter and Smethport will no longer be academic locations with availability as a WFD location. Austin will remain an academic location. Trustee Hetrick made a motion to approve, second by Trustee Vicini. The motion passed unanimously. 	Conversation has already occurred with the administration and PMI to confirm this decision as well as Chairperson Brock speaking with Trustee Wilke on this development.
<u>Executive Committee</u>	<ol style="list-style-type: none"> 1. Meeting minutes from the committee meeting for the May 4, 2022, were provided for the board's information. A reminder for the completion of the annual evaluation of the president was requested. A meeting is scheduled for July 18th by the committee to review. The newest committee assignments were provided to the full board. 	<p>An email will be sent with the link for this survey.</p> <p>The assignments will be placed in board effect library.</p>



<u>Academic Affairs Committee</u>	The committee did not meet in May, there is no new information to report.	
<u>Policy Development – Human Resources</u>	<ol style="list-style-type: none"> 1. Policy 1110: Policy Development and Review- Trustee LeMeur made a motion to approve this policy, second by Trustee Evens. The motion passed unanimously. 2. Policy 9007: Firearms and Offensive Weapons for Employees and Visitors- A discussion involving revisiting this policy as needed to reflect governmental policy changes resulted in an affirmative that this is indeed the case. Trustees Hetrick made a motion to approve the policy, second by Trustee LeMeur. The motion passed unanimously. 	
<u>College Advancement Committee</u>	The committee minutes from the May 18, 2022, meeting were provided for review. Currently there is a policy in development to address donations that would be managed by NPRC, apart from the CFNA.	
<u>PR and Marketing Committee</u>	Meeting minutes from the May 4, 2022, meeting were provided for review. Amy Shields was named as the new Chair of the committee. The highlights of the last committee meeting were the evolution of the branding campaigns and a review of the last quarters activities.	
<u>Nominating and Board Development Committee</u>	This committee will meet on June 20 th to discuss vacancies on the board. An exit survey to address concerns of those leaving the BOT will be discussed. Additionally, conversation on the annual board retreat will begin.	
Task Force Committee Reports and recommended Actions		
<u>President’s Report</u>	The announcement for the new Director of Student Services, Dannielle Fickenworth was made. Additionally, the development of the new Strategic Plan Action Committee was highlighted. President Snelick also updated the board on her most recent visit to Harrisburg to meet with Rep. Causer and Rep. Saylor.	



<u>VPASA Report</u>	More details of the agreement with Commonwealth University were shared. Specifically, the opportunity for transfer of credits, and scholarship opportunities for NPRC student earning their associate degrees. The CES team is following up with 160 new leads for fall registration and 2 new CES's have been hired bringing the total to 4. The position of Assistant Director of Student Engagement and the Assistant Director of Disability and Career Services are open and will post soon. VP Cummings-Tutmaher noted that a meeting with CFWC resulted in a discussion for scholarship opportunities for WFD students. More information will be shared as this lead develops.	
Erie Advisory Committee Update		
Rural Advisory Committee Update		
CEC Collaboration Report	The CEC will be meeting on July 11 th , 2022.	
Executive Session	No executive session was required.	
Adjournment	Chairperson Brock requested a motion to adjourn. So moved by Trustee Evens, second by Trustee Hetrick. The motion passed unanimously. The meeting adjourned at 12:16 p.m.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date

