



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

Attendees:

Mr. Robert Esch
Mr. Duane Vicini
Mr. Jamie Evens
Ms. Amanda Hetrick

Virtual Attendees:

Ms. Holli Wolfe
Dr. Adrienne Dixon
Ms. Kate Brock
Ms. Jennifer Gesing
Dr. Kim Rees

Administration/Staff:

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

Absent:

Mr. Greg Mahon
Mr. Hank LeMeur
Ms. Amy Shields
Mr. Mario Fontanazza

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock called the meeting to order at 10:07 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 February 10, 2023 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the February 10, 2023 meeting minutes. Trustee Hetrick so moved, seconded by Trustee Vicini. The motion passed unanimously.	
New Business	<p>A. Consent Agenda-Policy 1040: Drug and Alcohol, 3220: Standards of Academic Progress and 7400: New Media Relations were presented for approval. Policy 2101: Employee Drug and Alcohol and 2109: Employee Drug and Alcohol Testing were rescinded. Chairperson Brock requested a motion to approve these policies as presented, so moved by Trustee Hetrick and seconded by Trustee Gesing. The motion passed unanimously.</p> <p>B. Trustee Roles and Responsibilities- The documents were discussed, and it was determined that language regarding CFO appointment and salary oversight will be added.</p>	



	<p>Chairperson Brock requested a motion to approve the documents as amended, so moved by Trustee Esch, seconded by Trustee Vicini. The motion passed unanimously.</p> <p>C. Presentation Work Force Development- This has been moved to the April 14, 2023 meeting to accommodate the Executive Session.</p> <p>D. VPFO Appointment- Based on recommendation by the hiring committee for the VPFO of NPRC and on interview by the Board of Trustees at an approved rate of a minimum of 120,000, an offer will be extended to Michael Giambrone for the position of VPFO for NPRC. Chairperson Brock requested a motion to approve the appointment, so moved by Trustee Vicini and seconded by Trustee Esch. Trustee Gesing abstained as she was not present during the question and answer portion of the interview. 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 January 27, 2023 meeting were provided for the board's information. 2. Financial Statements – The newly received PDE funds are noted on the balance sheet. Also of note is that an RFP was approved by this committee for purchasing of an SIS as needed. A motion to pass the January financials as presented was so moved by Trustee Evens and seconded by Trustee Hetrick. The motion passed unanimously. 3. Narrative and Budget Report- There were no outstanding notes on the January narrative. This was a very ordinary month. 	
<p><u>Strategic Growth Committee</u></p>	<p>The next meeting of this committee is April 19, 2023.</p>	



<u>Executive Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for January 30, 2022, were provided for the board's information.2. Harrisburg Update-Susie will be scheduling meetings for April/May of 2023 in Harrisburg.3. Edward Pitchford Emeritus Recognition-Past minutes reflected the granting of this status; however, the original resolution did not reflect this, consequently, this resolution was drafted to properly support the minutes from September 2019. Chairperson Brock requested a motion to approve the resolution granting Edward Pitchford Trustee Emeritus, so moved by Trustee Esch and seconded by Trustee Hetrick. The motion passed unanimously.4. Charge Approval- The charges for Executive, Academic Affairs and Finance and Audit were reviewed. Chairperson Brock requested a motion to approve the policies as presented. So moved by Trustee Dixon, seconded by Trustee Gesing. The motion passed unanimously.	
<u>Academic Affairs Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for December 16, 2022 were provided for review.2. Program Review- The program review power point by Ben Blood and Leigh Anne Kramer-Naser was reviewed. Key points were the need for FT faculty, the addition of dual enrollment agreements, articulation agreements and credentialing with prior learning credits for WFD to academic credit.	
<u>Policy Development – Human Resources</u>	This committee has not met.	
<u>College Advancement Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the November 30, 2022 meeting were provided for review.2. The work on the charge is evolving as there is currently discussion on what is required of this committee relating to the institution. Once this	



	discussion has come to a reasonable conclusion the charge will be completed.	
<u>PR and Marketing Committee</u>	<ol style="list-style-type: none"> 1. Meeting minutes from the September 23, 2022 meeting were provided for review. 2. The charge for this committee was discussed and will be approved with revisions for the next meeting. The committee will now meet biannually with the next meeting in September 2023. 	
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	The goal for February was continual improvement via focus group meetings with staff. A document was shared with staff that captured the suggestions from these meetings. The next steps are to meet to determine what can be implemented. Work is continuing to determine an SIS moving forward. A grant, ARC, is being pursued to secure two mobile labs.	
<u>VPASA Report</u>	Staff recently held a DEI lunch and learn activity. NPRC was on the agenda at the MSCHE for candidacy, notification could come as soon as 10 days and as many as 30 regarding the status of the review. Enrollment data was present in the report as well as the CES/SES schedules. Next month will focus on professional development for staff.	
<u>VPSIO Report</u>	Movement has begun in the marketing department to shift to support recruitment in a new way. In advancement, work is continuing to establish relationships with county community foundations. WFD focus was the presentation provided by Adam Johnson, this information will be held over to the April meeting.	
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.	



Executive Session	Chairperson Brock requested a motion to enter Executive Session at 10:09 a.m. The motion was so moved by Trustee Evens, seconded by Trustee Esch. The motion passed unanimously. A motion to end Executive Session was requested by Chairperson Brock at 11:15 a.m. The motion was so moved by Trustee Esch, seconded by Trustee Hetrick. The motion passed unanimously.	
Adjournment	Chairperson Brock requested a motion to adjourn, so moved by Trustee Esch, seconded by Trustee Vicini. The meeting adjourned at 12:25 p.m.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date