



**Board of Trustees Meeting Minutes
March 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

Virtual Attendees:

President Susan Snelick
Mr. Andy Foyle
Mr. Greg Mahon
Ms. Amy Shields
Ms. Mary Bula
Dr. Adrienne Dixon
Mario Fontanazza
Jenny Poff

Administration/Staff:

VP Melinda Saunders
VP Ray Pring
Mrs. Andrea Shene
Ms. Abbi Petrosky

Absent:

Mr. Dennis Wilke
Mr. Robert Esch
Ms. Holli Wolfe
Dr. Kim Rees

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 February 11, 2022 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the February 11, 2022 meeting minutes. Trustee Hetrick so moved, second by Trustee Evens. The motion passed unanimously.	
New Business	A. Marketing Presentation- Abbi Petrosky highlighted the support structure of the department relating to the marketing plan. She discussed how the roadmap toolkit is used in conjunction with the strategic plan. Also discussed is the goal tracker and how it parallels with the strategic plan. Key data points were discussed, and strategic next steps were outlined. Key points were the collaboration with	An email will be sent if necessary to provide links to support documents from the presentation. Regina can forward the links of the toolkits to sites in our region for dissemination.



	<p>the CES's and utilizing this data and toolkit with other committees to drive growth.</p> <p>B. Commencement Updates –John Schlimm’s credentials were discussed. The venue was highlighted, and Susie noted invitations to legislators were well received. Additionally, the annual NPRC birthday celebration at Duane’s camp may be moved to May 13th due to commencement on May 21st.</p> <p>C. Cancellation of April Meeting- This was approved at the executive committee meeting. Reports to Trustees may be generated if necessary to update members on urgent matters prior to the May meeting.</p>	<p>Individual committees will be contacted to determine if a March meeting is necessary with the absence of an April meeting.</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 Trustee LeMeur to approve, with an edit to a typo in the February minutes, the January 28, 2022 and February 18, 2022 budget meeting minutes. Trustee Vicini so moved second by Trustee Brock. Motion passed unanimously. 2. Financial Statements - Mr. Pring reviewed the financial information provided and noted the month of January was very typical. 3. Narrative and Budget report- VP Pring noted that the accounts payable budget is slightly higher due to payments made on items not yet delivered. The spending in January was slightly below the projected amount. The PDE funds from 2021 were finally deposited. 4. VP Monthly Report- VP Pring noted the monthly report is included in board effect. Also, he added that the audit with Sharkey and Picarillo was not able to be completed due to staffing limitations on their end. 	



	<p>Noted he is speaking with Baker Tilly to complete this year's audit.</p> <p>5. 2022-2023 Operating Budget- VP Pring and Trustee LeMeur gave highlights of this year's budget in comparison to last year's budget. Trustee LeMeur asked for a motion to approve the operating budget. Motion so moved by Trustee Vicini, second by Trustee Hetrick. Motion passed unanimously.</p>	
<u>Strategic Growth Committee</u>	<p>1. Strategic Growth Committee approved meeting minutes- The October 26, 2021 minutes were provided for review. As this is a committee that meets quarterly, Trustee Vicini noted that it may be useful to consider draft minutes to offer more current information.</p>	
<u>Executive Committee</u>	<p>1. Meeting minutes from the committee meetings for the February 2, 2022 meeting were provided for the board's information. Staffing updates were discussed as well as legislative updates from President Snelick.</p> <p>2. Harrisburg Update- Trustee Mahon shared that budget discussions are ongoing but noted that everything should be in order to have NPRC returned to the budget by June.</p>	
<u>Academic Affairs Committee</u>	<p>1. Academic Affairs committee minutes from the January meeting were not approved, as a quorum was not present at the last committee meeting. They will be presented for the May meeting.</p> <p>2. NPRC Policy 1205: Sexual Discrimination and Sexual Misconduct- Trustee Hetrick made a motion to approve the policy. So moved by Trustee Evens, second by Trustee LeMeur. The motion passed unanimously.</p> <p>3. Acceptance of Program Review- VP Saunders provided highlights of the review including new specializations in General Business and Business Information Systems. Additionally, she noted due to decreased majors, Early Childhood Education will be monitored. Trustee Hetrick requested a motion to approve. So moved by</p>	



	<p>Trustee LeMeur, second by Trustee Evens. The motion was approved unanimously.</p> <p>4. Discontinuation of Associate of Applied Science in Applied Technology- Low enrollment and WFD ability to fit the needs of this program allow the discontinuation. Trustee Hetrick requested a motion to approve. So moved by Trustee Vicini, second by Trustee Evens. The motion passed unanimously.</p>	
<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 January 19, 2022 meeting were provided for the board’s information. Trustee Vicini noted the recent donations and that a presidential fund was set with recent donations.	
<u>PR and Marketing Committee</u>	Meeting minutes from the January 2022 meeting were not provided for review as they have yet to be approved by committee. Trustee Shields and Trustee Bula noted that recent meetings have concentrated on information presented to the board today by Abbi Petrosky. The Copywriter position was filled by Nate Steis.	
<u>Nominating and Board Development Committee</u>	No meeting	
Task Force Committee Reports and recommended Actions		
<u>President’s Report</u>	A brief review of the President’s report for February 2022 was highlighted.	
<u>VPASA Report</u>	Brief verbal report shared. The historical enrollment numbers were shared. Additionally, an unduplicated head count from spring 2020 until now is 184.	
Erie Advisory Committee Update	An April 4, 2022 meeting is scheduled in Erie.	
Rural Advisory Committee Update	An April 18, 2022 meeting is scheduled.	
CEC Collaboration Report	An April 11, 2022 TEAMS meeting is scheduled.	
Executive Session	No executive session was required.	



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Adjournment	Trustee Brock was required to leave the meeting prior to adjournment, Trustee Hetrick lead the meeting in her absence. Trustee Hetrick requested a motion to adjourn. So moved by Trustee Vicini, second by Trustee LeMeur. The motion passed unanimously. The meeting adjourned at 12:09 p.m.	
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Respectfully submitted by: Andrea Shene



Hank LeMeur, Secretary of the Board

5-12-22

Date

