



**Board of Trustees Meeting Minutes  
May 13, 2022  
NPRC Administrative Office & Zoom Connection  
10:00 a.m.**

**Attendees:**

Ms. Kate Brock  
Ms. Amanda Hetrick  
Mr. Duane Vicini  
Mr. Robert Esch  
Ms. Amy Shields  
Ms. Jenni Cox

**Virtual Attendees:**

Mr. Jamie Evens  
Dr. Kim Rees  
Dr. Adrienne Dixon  
Ms. Holli Wolf  
Mr. Greg Trisket

**Administration/Staff:**

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

**Absent:**

Mr. Dennis Wilke  
Mr. Greg Mahon  
Mr. Hank LeMeur  
Mr. Mario Fontanazza

Agenda Item	Discussion/Action	Follow-up Action Items
<b>Call to Order</b>	Chairperson Brock called the meeting to order at 10:04 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 March 11, 2022 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the March 11, 2022 meeting minutes. Trustee Hetrick so moved, second by Trustee Esch. The motion passed unanimously.	
<b>New Business</b>	<p><b>A. Consent Agenda-</b></p> <ol style="list-style-type: none"> <li><b>1. Policy 1210: Nondiscrimination</b></li> <li><b>2. Policy 3225: Academic Code of Conduct for Academic Students</b></li> <li><b>3. Policy 3235: Behavioral Code of Conduct for Students</b></li> <li><b>4. Policy 3260: Student Complaint</b></li> <li><b>5. Policy 3300: Faculty Performance, Development, and Evaluation</b></li> </ol>	



	<p>All policies were considered for the consent agenda after being recommended to the full Board of Trustees from the Academic Affairs Committee. A motion to approve the policies as presented was moved by Trustee Vicini, second by Trustee Esch. The motion was passed unanimously.</p> <p><b>B. Presentation – Adam Johnson, Work Force Development Director.</b> Adam spoke on the Public Safety Program. NPRC received accreditation from the Department of Health in 2020 to offer an EMR/EMT course as well as continuing education for EMS personnel. In 2021 accreditation was provided to NPRC from the state fire academy for service programming not involving suppression. Additionally, there was discussion on the current EMT course in Tidioute and upcoming courses in Warren/Erie for late summer early fall of 2022.</p> <p><b>1. Jenni Cox- EMR student-</b> Jenni was speaking from the perspective of a former EMT student. She remarked she was a non-traditional student and enrolled initially for the sense of community. She noted the stumbling blocks in accessibility to textbooks and necessary material needed for successful completion of the course. Suggestions were given by the Board for avenues to bridge the gap.</p>	
<b>Standing Committees Reports and Recommended Actions</b>		
<u>Finance &amp; Audit Committee</u>	<ol style="list-style-type: none"><li>1. Committee meeting minutes were provided for the board’s information. A motion was requested to approve the April 1, 2022 budget meeting minutes. Trustee Hetrick so moved second by Trustee Esch. Motion passed unanimously.</li><li>2. Financial Statements - Mr. Pring reviewed the financial information provided and noted the month of March was very normal. On</li></ol>	



	<p>the balance sheet accounts payable were higher than normal due to equipment purchases that are delayed in delivery, however, noting is overdue.</p> <ol style="list-style-type: none"><li>3. Narrative and Budget report- VP Pring noted that the PDE funds from 2019-2020 were spent out. Currently utilizing funds from the 2020-2021 funds and November or December of 2022 is the anticipated date of receipt of the 2021-2022 funds. March was slightly underspent; wages and fringes are online with projected spending. A motion to approve March financials was requested, Trustee Vicini so moved, second by Trustee Shields. The motion passed unanimously.</li><li>4. VP Monthly Report- VP Pring noted the monthly report is included in board effect. Health Insurance Renewal discussions are ongoing and should be decided upon by June 2022. There was an increase of 12% in the health insurance will dental and vision remined level or decreased.</li><li>5. 990 Audit-Discussions on the audit included the inclusion of D. Teachman in the audit. It was noted that she had a W2 for the calendar year 2020. The board reviewed the document without further concerns.</li></ol>	
<p><u>Strategic Growth Committee</u></p>	<ol style="list-style-type: none"><li>1. Strategic Growth Committee approved meeting minutes- The February 16, 2022 minutes were provided for review. Trustee Vicini gave an update on the discussions ongoing about PMI and a partnership. A committee meeting will be held on May 16<sup>th</sup> to discuss in more detail and a recommendation will be made to bring to the full board at the June 10<sup>th</sup>, 2022 meeting. Additionally, President Snelick noted that 5-year budget projections are being developed by the staff in support of the strategic plan.</li></ol>	



<p><u>Executive Committee</u></p>	<ol style="list-style-type: none"> <li>1. Meeting minutes from the committee meetings for the March 2<sup>nd</sup>, 2022 meeting were provided for the board's information. The annual evaluation of the president will be completed in the next few weeks. President Snelick will provide updates on milestones and a survey will be emailed to the Board of Trustees. Chairperson Brock will forward all pertinent information to Andrea to disseminate to the board. The findings will be shared at the June 10<sup>th</sup> monthly meeting. Succession planning will also be a topic in the coming weeks to develop a plan for members terming out in the next few years.</li> <li>2. Resignations- The resignations of Trustee Bula and Trustee Foyle were announced. Suggestions were to continue to look to the Erie region to fill the vacant seats, considering businesses in the Erie area for potential candidates.</li> </ol>	<p>Chairperson Brock will forward necessary documents and survey for Andrea Shene to distribute via email to the Board of Trustees for the President's Annual Evaluation.</p>
<p><u>Academic Affairs Committee</u></p>	<ol style="list-style-type: none"> <li>1. Academic Affairs committee minutes from the February 25<sup>th</sup> 2022 meeting were reviewed. Several policies were reviewed and passed through the board as a consent agenda item today. Trustee Hetrick noted that a new policy format has been adopted by the staff.</li> </ol>	
<p><u>Policy Development – Human Resources</u></p>	<p>A meeting will be scheduled prior to the June 10<sup>th</sup> monthly meeting to approve several newly drafted policies.</p>	<p>A meeting will be scheduled for the week of May 31<sup>st</sup> to approve policy.</p>
<p><u>College Advancement Committee</u></p>	<p>A meeting is scheduled for May 18<sup>th</sup>, 2022. The agenda for this meeting was provided for review.</p>	
<p><u>PR and Marketing Committee</u></p>	<p>Meeting minutes from the January 28<sup>th</sup>, 2022 meeting were provided for review. Greg Mahon was named as the Chair of the committee. At last month's meeting Abbi Petrosky presented the findings from the perception study and the new advertising campaign. This will be presented to the full board at the June 10<sup>th</sup> monthly meeting.</p>	<p>Abbi Petrosky will be added to the June 10<sup>th</sup> BOT meeting to present the Awareness Study.</p>
<p><u>Nominating and Board Development Committee</u></p>	<p>A meeting will be scheduled soon to begin discussions on fulfilling the two open Board of Trustees seats. Andrea will determine via email the best meeting time and will schedule accordingly.</p>	<p>A meeting will be scheduled in June to discuss new membership.</p>
<p><b>Task Force Committee Reports</b></p>		



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<b>and recommended Actions</b>		
<u>President's Report</u>	A brief review of the President's report for March and April 2022 was highlighted.	
<u>VPASA Report</u>	The agreement with Commonwealth University was shared. The official date of completion for this agreement is July 1, 2022. In addition to academic offerings there is an interest in partnering on work force programs, specifically criminal justice. Summer enrollment numbers are down slightly from the projected number, 32 enrolled, 55 projected. The ADSS search is continuing, and the Director of student services position will be open with Jen Tutmaher moving into the VPSIO position.	
Erie Advisory Committee Update	The Erie Advisory committee minutes from the April 2022 meeting were available for review.	
Rural Advisory Committee Update	The Rural Advisory committee minutes from the April 2022 meeting were available for review.	
CEC Collaboration Report	The CEC meeting minutes from the May 2, 2022 meeting were available for review.	
<b>Executive Session</b>	No executive session was required.	
<b>Adjournment</b>	Trustee Brock requested a motion to adjourn. So moved by Trustee Hetrick, second by Trustee Vicini. The motion passed unanimously. The meeting adjourned at 12:14 p.m.	

Respectfully submitted by: Andrea Shene

  
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Hank LeMeur, Secretary of the Board

6/10/22  
\_\_\_\_\_  
Date