



**Board of Trustees Meeting Minutes**  
**October 13, 2022**  
**NPRC Administrative Office & Zoom Connection**  
**1:00 p.m.**

<b>Attendees:</b>	<b>Virtual Attendees:</b>	<b>Administration/Staff:</b>	<b>Absent:</b>
Ms. Amanda Hetrick	Ms. Holli Wolfe	President Susan Snelick	Mr. Mario Fontanazza
Mr. Hank LeMeur	Dr. Adrienne Dixon	VP Melinda Saunders	
Mr. Jamie Evens	Mr. Greg Mahon	VP Jen Cummings-Tutmaher	
Mr. Duane Vicini	Ms. Amy Shields	Ms. Lori Swick	
Mr. Robert Esch	Dr. Sean McKitrick	Mrs. Andrea Shene	
Ms. Kate Brock	Ms. Diana Bonner		
Dr. Kim Rees	Mr. Dean Pepicello		

Agenda Item	Discussion/Action	Follow-up Action Items
<b>Call to Order</b>	Chairperson Brock called the meeting to order at 1:01 p.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 September 9, 2022 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the September 9, 2022 meeting minutes. Trustee Hetrick so moved, second by Trustee LeMeur. The motion passed unanimously.	
<b>New Business</b>	<p><b>A. MSCHE Presentation-</b> Dr. Sean McKitrick and Dianna Bonner provided an overview of the MSCHE process. It was emphasized that Standard VII encompasses the role of the board in governance. It was also revealed that the timeline for candidacy has been expediated and that a visit will take place prior to December 1 to allow for review in March 2023.</p> <p><b>B. Bylaw Review-</b> The amended bylaws were presented to the board for review. The ad hoc committee will be tasked with amendments to the current bylaws.</p>	<p>The link to the Standards of Affiliation will be sent to the Board of Trustees for review.</p> <p>A meeting of the ad hoc committee will be scheduled to review the bylaws.</p>



	<p><b>C. 2021-2022 Strategic Plan-</b> The SPAC updated the Strategic Plan to reflect the progress for the objectives within the document. A motion to approve the updates to the Strategic Plan was requested. The motion was so moved by Trustee LeMeur, seconded by Trustee Hetrick. The motion passed unanimously.</p>	
<p><b>Standing Committees Reports and Recommended Actions</b></p>		
<p><u>Finance &amp; Audit Committee</u></p>	<ol style="list-style-type: none"> <li>1. Committee meeting minutes from the August 30, 2022, meeting were provided for the board's information.</li> <li>2. Financial Statements – Trustee LeMeur noted the expenditures were not out of the ordinary for July. Trustee LeMeur requested a motion to approve the July financials, so moved by Trustee Esch, seconded by Trustee Vicini. The motion passed unanimously.</li> <li>3. Narrative and Budget Report- Based on the reports a need for an extension on PDE funding is being sought. The committee will continue to report on the status of the extension.</li> <li>4. VP Monthly Report- The job description for this position was approved and has been posted. Resumes will be accepted through October 24<sup>th</sup>.</li> <li>5. Audit- Baker Tilly has submitted a revised audit for 2021. Trustee LeMeur requested a motion to approve the revised audit, so moved by Trustee Hetrick, seconded by Trustee Evens. The committee also noted that after considering two additional auditing firms, that the 2022 and 2023 audit will be completed by Baker Tilly.</li> </ol>	



<u>Strategic Growth Committee</u>	<ol style="list-style-type: none"> <li>1. Strategic Growth Committee approved meeting minutes- The July 27, 2022, minutes were provided for review. At the most recent meeting a discussion on criteria for additions to the NPRC footprint were considered.</li> <li>2. A Resolution for the addition of Tioga County to the NPRC footprint was presented for approval. A motion to approve the resolution was made by Trustee Esch, seconded by Trustee Evens. The motion passed unanimously.</li> </ol>	
<u>Executive Committee</u>	<ol style="list-style-type: none"> <li>1. Meeting minutes from the committee meeting for the August 31, 2022, were provided for the board's information. Items of discussion included new membership, officer succession, and the Resolution to add Tioga County to the NPRC footprint. The VPFO search was discussed, and Chair Brock noted that Trustee LeMeur will be the trustee representative on the search committee.</li> </ol>	
<u>Academic Affairs Committee</u>	The committee did not meet in September, there is no new information to report.	
<u>Policy Development – Human Resources</u>	The committee has not met, there is no new information to report.	
<u>College Advancement Committee</u>	The committee did not meet in September, there is no new information to report.	
<u>PR and Marketing Committee</u>	Meeting minutes from the August 26, 2022, meeting were provided for review. Six-month marketing expenditures were discussed. Currently there is collaboration between the Marketing Department and the CEC's to track enrollment trends. The concerns with signage in different regions was discussed and a form was developed to streamline the process.	
<u>Nominating and Board Development Committee</u>	<ol style="list-style-type: none"> <li>1. Meeting minutes from the August 16, 2022 meeting were provided for review.</li> <li>2. New Members- Jen Gesing's and Kevin Sprong's biographies were presented to the board for consideration for appointments to the Board of Trustees. The start date for these terms will be</li> </ol>	



	<p>January 2023. Chair Brock requested a motion to add Jen Gesing and Kevin Sprong to the NPRC Board of Trustees, so moved by Trustee Vicini, seconded by Trustee Evens. The motion passed unanimously.</p>	
<b>Task Force Committee Reports and recommended Actions</b>		
<u>President's Report</u>	<p>Updates were given on the recent Community Conversations. It was noted that in the future rather than holding Community Conversations, NPRC will present or attend local meetings held in our communities.</p> <p>President Snelick also highlighted her recent attendance at the Rural Community College Conference in Iowa.</p>	
<u>VPASA Report</u>	<p>A financial aid summary was provided in this month's report developed by Sue Gleason, Director of Financial Aid. Additionally, the student experience survey from Fall 2021 and Spring 2022 was shared to highlight engagement with students.</p>	
<u>VPSIO Report</u>	<p>The annual giving campaign as well as the advancement videos were shared with the board. Announcements were made on recent hiring in WFD. Andrea Kessler has accepted the position of Workforce Development Assistant Director-Programming and Instruction, Greg Trislet is the Workforce Development Assistant Director-Public Safety, and Carla Gore is the Workforce Development Specialist in the Erie region.</p>	<p>Links to the advancement and Giving videos will be shared with the board.</p>
Erie Advisory Committee Update	<p>The minutes from this meeting were shared for review.</p>	
Rural Advisory Committee Update	<p>This committee was scheduled to meet on October 17, 2022, however it has been rescheduled to October 31, 2022.</p>	
CEC Collaboration Report	<p>This committee was scheduled to meet on October 10, 2022. This meeting is rescheduled for November 16, 2022.</p>	



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

<b>Executive Session</b>		
<b>Adjournment</b>	Chairperson Brock requested a motion to adjourn, so moved by Trustee LeMeur, seconded by Trustee Evens. The meeting adjourned at 3:20 p.m.	

*Respectfully submitted by: Andrea Shene*

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Hank LeMeur, Secretary of the Board

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Date