



Board of Trustees Meeting Minutes
August 11, 2023
Warren Administrative Office
10:00 a.m.

Attendees:

Ms. Kate Brock
 Mr. Robert Esch
 Mr. Duane Vicini
 Ms. Amanda Hetrick
 Mr. Greg Mahon

Mr. Jamie Evens
 Ms. Jen Gesing
 Ms. Amy Shields
 Dr. Adrienne Dixon
 Ms. Holli Wolf

Administration/Staff:

President Susan Snelick
 VP Adam Johnson
 VP Melinda Saunders
 VP Jen Cummings-Tutmaher
 Mrs. Andrea Shene
 Regina Russell

Absent:

Mr. Mario Fontanazza
 Mr. Hank LeMeur
 Ms. Heather Evans
 Dr. Kim Rees
 VP Mike Giambrone

| Agenda Item | Discussion/Action | Follow-up Action Items |
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| Call to Order | Chairperson Brock called the meeting to order at 10:04 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 June 9, 2023 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the June 9, 2023 meeting minutes. Trustee Vicini so moved, seconded by Trustee Esch. The motion passed unanimously. | |
| New Business | <p>A. SIS Implementation Regina Russell- Regina provided an update on the implementation of the new SIS system from her perspective as the project manager.</p> <p>B. Consent Agenda-Policy included in the consent agenda are 1110 Policy Development and Review, 2310 Employee External Tuition Support, 2315 Employee Internal Educational Waiver, and 9715 Workforce Development Administrative Removal and Administrative Drop. A motion to approve these policies was requested by Chairperson Brock, so moved by Trustee Hetrick,</p> | |



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| | <p>seconded by Trustee Dixon. The motion passed unanimously.</p> <p>C. September 8, 2023 Meeting Move to September 28/29, 2023 Board Retreat-A motion to move the September 8, 2023 meeting to September 28/29, 2023 was requested by Chairperson Brock, so moved by Trustee Esch, so moved by Trustee Vicini. The motion passed unanimously.</p> <p>D. October Meeting Cancellation- A motion to cancel the October 13, 2023 meeting was requested by Chairperson Brock, so moved by Trustee Hetrick, seconded by Trustee Evens. The motion passed unanimously.</p> | |
| Standing Committees Reports and Recommended Actions | | |
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| <u>Finance & Audit Committee</u> | <ol style="list-style-type: none">1. Committee meeting minutes from the March 31, 2023 and April 24, 2023 meetings were provided for the board's review. Areas reviewed included the kickoff of Ellucian meetings, the Project Manager position and the EMT program in the footprint.2. Financial Statements –A motion to pass the April financials as presented was so moved by Trustee Vicini and seconded by Trustee Rees. The motion passed unanimously.3. Narrative and Budget Report-Nothing was noted as unusual for the month of April. | |
| <u>Strategic Growth Committee</u> | <p>The approved minutes from the January 25, 2023 meeting was presented for the board's review. Duane noted the approval of Tioga to the footprint, the letter of recognition from PDE should be received in the coming weeks.</p> | |



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| <p><u>Executive Committee</u></p> | <ol style="list-style-type: none"> 1. Meeting minutes from the committee meeting for April 6, 2023, were provided for the board's information. 2. Harrisburg Update- The House passed the budget on Monday and 7.28 M drafted for NPRC. 3. Board Retreat-Tioga County will be the host site for the September 28th and 29th 2023 retreat. More details will be shared as they develop. 4. Charge Approval- The charges for Strategic Growth and PR and Marketing were presented for approval. A motion to approve the Strategic Growth charge was so moved by Trustee Rees, seconded by Trustee Brock. A motion for the PR&M charge was so moved by Trustee Vicini, seconded by Trustee Rees. Both motions passed unanimously. | |
| <p><u>Academic Affairs Committee</u></p> | <p>Trustee Hetrick noted that several policies were reviewed by this committee and were approved as part of the consent agenda.</p> | |
| <p><u>Policy Development – Human Resources</u></p> | <p>Trustee Brock noted that several policies were reviewed by this committee and were approved as part of the consent agenda.</p> | |
| <p><u>College Advancement Committee</u></p> | <ol style="list-style-type: none"> 1. The minutes from the February 15, 2023 meeting were shared for the board's review. President Snelick presented information for this committee. Scholarship updates were given as well as the need for the committee to approve their charge. 2. BOT Annual Giving Campaign- A video presentation was given and physical cards were presented to those attending in person. Electronic cards will be sent by Mrs. Andrea Shene. The responses should be received by July 1, 2023. | |
| <p><u>PR and Marketing Committee</u></p> | <p>No report given; this committee will meet again in September.</p> | |
| <p>Task Force Committee Reports and recommended Actions</p> | | |



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| <u>President's Report</u> | Highlights of the President's Report included information on Harrisburg visits with the governor's office, the PACCHE chancellor and PDE higher education representative. Updates were also provided on the commencement ceremony held on May 20, 2023 in Titusville, PA. | |
| <u>VPAA/ALO Report</u> | VP Saunders provided information on the self-study institute, TAOC membership, articulation agreements with Penn State Behrend, Pitt Bradford, and Penn West. Agreements for fall of 2024 include Allegheny College and Gannon. There are currently 11 active dual enrollment agreements. | |
| <u>VPSIO Report</u> | With reorganization, several changes are being implemented including the roles of WFD Specialists and CES to Educational Representatives (ER); the addition of a new CRM (Element 451); and instant admission days. | |
| <u>VPFO Report</u> | VP Giambrone discussed the meetings involved with the adoption of Ellucian, Element 451 and Modern Campus; 2 factor authentication; inventory projects; cybersecurity updates and the move to digital records in HR. | |
| <u>VPWFD Report</u> | With the addition of the VPWFD position, the ADWFD Andrea Kessler was promoted to DWFD, creating a vacancy at ADWFD. A prep course for CDA is being developed, wastewater treatment is beginning and a class Girls Who Code is being implemented. | |
| CEC Collaboration Report | The next meeting of this committee is June 12, 2023. | |
| Advisory Council | Responses for committee membership are still being requested. The goal is for September to be the first meeting of this new group. | |
| Executive Session | Executive session was entered at 11:45 a.m. and ended at 12:01 p.m. | |
| Adjournment | The meeting adjourned at 12:01 p.m. | |

Respectfully submitted by: Andrea Shene from the notes Joanna Elletson

Hank LeMeur, Secretary of the Board

Date