



**Board of Trustees Meeting Minutes
September 28, 2023
Deane Center Wellsboro, PA
10:00 a.m.**

Attendees:

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

Mr. Jamie Evens
Ms. Jen Gesing
Dr. Kim Rees
Dr. Adrienne Dixon
Ms. Holli Wolfe
Ms. Heather Evans

Administration/Staff:

President Susan Snelick
VP Adam Johnson
VP Melinda Saunders
VP Jen Cummings-Tutmaher
VP Mike Giambrone
Mrs. Andrea Shene
Ms. Kelsey Kirkpatrick

Absent:

Mr. Mario Fontanazza
Ms. Amy Shields

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock called the meeting to order at 1:04 p.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 August 11, 2023 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the August 11, 2023 meeting minutes. Trustee Hetrick so moved, seconded by Trustee Evens. The motion passed unanimously.	
New Business	<p>A. Student Experience/Demographics Presentation- Kelsy Kirkpatrick- The demographics for the past academic year (2022-2023) were shared. Additionally, key points from the student experience survey were shared including students' positive impressions of instructors and affordability.</p> <p>B. Consent Agenda- Polices 6300: Purchasing and Procurement and 6305: Competitive Bidding were presented for approval. Chairperson Brock requested a motion to approve, so moved by Trustee LeMeur and seconded by Trustee Vicini.</p>	An email will be sent to share the Map provided in Kelsey's presentation that did not translate well into the printed document form board effect.



	<p>C. Presidential Milestones- President Snelick’s milestones were reviewed and there was a discussion on their relation to the annual review.</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 July, 2023 and September 1, 2023 meetings were provided for the board’s review. Areas of interest include Ellucian updates, EMT course/funding updates, information on the audit, and the ERT grant (COVID). 2. Financial Statements –A motion to pass the June, July, and August financials as presented was so moved by Trustee Esch and seconded by Trustee Hetrick. The motion passed unanimously. 3. Narrative and Budget Report-Due to reorganization the budget in relation to salary was elevated over the time period June/August. An updated budget will be provided to the board at the November 10, 2023 meeting. 	
<p><u>Strategic Growth Committee</u></p>	<p>The approved minutes from the April 19, 2023 meeting were presented for the board’s review. The space sharing with EC3 was discussed. The lease is in legal review presently.</p>	
<p><u>Executive Committee</u></p>	<ol style="list-style-type: none"> 1. Meeting minutes from the committee meeting for August 3, 2023, were provided for the board’s information. 2. Harrisburg Update- No updates to report. 3. EC3 Agreement Signing- There is an agreement for a sublease in Building I with a collaborative pathway in Precision Machining and Industrial Maintenance. Chairperson Brock requested a motion to approve the agreement with EC3, so 	<p>The Assessment Review for the Board Self-Assessment Survey will be shared tomorrow. Goals will be developed and a plan to meet these goals will be developed as well.</p>



	<p>moved by Trustee Hetrick, seconded by Trustee Evans. The motion passed unanimously.</p>	
<p><u>Academic Affairs Committee</u></p>	<ol style="list-style-type: none"> 1. The approved minutes from the February 24 and the May 31, 2023 meetings were presented for the board’s review. 2. Discontinuation of the General Ed. Cert.-The information regarding the need to discontinue this due to Financial Aid implications was shared. A motion to approve the discontinuation of the general education certificate was so moved by Trustee LeMeur, seconded by Trustee Esch. The motion passed unanimously. 3. Addition of Gen. Ed. Courses-The courses to be added were reviewed. A motion of support for the addition of the coursed was so moved by Trustee Mahon, seconded by Trustee Evens. The motion passed unanimously. 4. Modification of Early Childhood Education-The need to modify this program to allow courses to be transferrable to align with articulation agreements was shared. A motion of support for the modification of ECE was so moved by Trustee Mahon, seconded by Trustee Evens. The motion passed unanimously. 5. Specialization in Business-The specialization in business to provide subgroups that allow partnership with Workforce Development to provide certificates was discussed. A motion of support for the addition of specializations in business was so moved by Trustee Mahon, seconded by Trustee Evens. The motion passed unanimously. 	
<p><u>Policy Development – Human Resources</u></p>	<p>There was no report for this committee.</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. Potential new activity from this committee includes the addition of a golf outing 	<p>An email will be sent to the full board to provide any new information to the current foundation spreadsheet developed by Jill Lasecki, Administrative Assistant to the VPES and Advancement.</p>



	<p>for 2025, a book signing event, and foundation visits.</p> <p>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>1. The committee met on September 27, 2023. The main points from this committee meeting were the sharing of results of the Awareness Study and end of year data in marketing by Abbi Petrosky, Director of Marketing and Public Relations. It was discussed that this data should be presented to the full board potentially at the November 2023 meeting. Additionally, as this committee is informational only at this time, the dissolving of this committee was discussed. If the reports given to this committee can be done at a full board meeting, it was agreed that this committee may dissolve.</p>	
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	<p>President Snelick noted that in the interest of time, the reports are available in board effect and if they can be reviewed there.</p>	
<u>VPAA/ALO Report</u>	<p>The MSCHE Self-Study Institute (SSI) began this morning and will continue weekly until the end of October.</p>	
<u>VPASS Report</u>	<p>VP Cummings-Tutmaher also noted that the report may be found in board effect but wanted to share that the OEP ID number for financial aid was provided to NPRC on September 27, 2023. Sue Gleason, Director of Financial Aid, will outline the processes necessary to move forward with Title IV funding.</p>	
<u>VPFO Report</u>	<p>Highlights from the report included updates on software implementation, the need to alter the payroll system (arrears), and the need for a budget restatement for the November 2023 BOT monthly meeting.</p>	



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<u>VPWFD Report</u>	A partnership with CCAC to provide apprenticeship opportunities in the NPRC footprint is being discussed. An industrial maintenance in conjunction with Commonwealth University will take place in Spring 2024. There is ongoing discussion with EC3 about providing noncredit workforce training. NPRC will be hosting a broadband forum in Potter County in late October.	
CEC Collaboration Report	The minutes from the meeting held in September 2023 were provided for review.	
Advisory Council	The minutes from the September 13, 2023 meeting were shared for review.	
Executive Session		
Adjournment	The meeting adjourned at 3:16 p.m.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date