



**Board of Trustees Meeting Minutes  
January 12, 2024  
Warren Administrative Office & Zoom Connection  
10:00 a.m.**

**Attendees:**

Mr. Robert Esch  
Mr. Hank LeMeur  
Mr. Jamie Evens  
Mr. Duane Vicini

**Virtual Attendees:**

Ms. Holli Wolfe  
Dr. Adrienne Dixon  
Ms. Amy Shields  
Ms. Amanda Hetrick  
Ms. Kate Brock  
Mr. Greg Mahon  
Ms. Jennifer Gesing  
Ms. Heather Evans  
Dr. Kim Rees

**Administration/Staff:**

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

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-up Action Items</b>
<b>Call to Order</b>	Chairperson Brock called the meeting to order at 10:03 a.m. Trustee Vicini led the meeting following being sworn in as Chairperson.	
<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 December 8, 2023 Board of Trustees meeting were presented for approval. Chairperson Brock requested a motion to approve the December 8, 2023 meeting minutes. Trustee Hetrick so moved, second by Trustee Shields. The motion passed unanimously.	
<b>New Business</b>	<p><b>A. Oath of Office</b> – Chairperson Brock swore in Trustee Vicini as Chairperson. The remaining offices, Vice-Chair: Trustee Esch, and Secretary: Trustee LeMeur were sworn to office by Chairperson Vicini.</p> <p><b>B. Recognition of Service: Kate Brock</b>- Chairperson Vicini recognized the dedication of Trustee Brock to NPRC, and a resolution was read and a motion to approve the resolution was made by Chairperson Vicini, so moved by Trustee LeMeur,</p>	



	<p>seconded by Trustee Esch. The motion passed unanimously.</p> <p><b>C. Conflict of Interest Forms-</b> The necessary documents to complete the form were included in the board book and COI forms are to be completed so they may be reviewed by the Executive Committee meeting for the February 9, 2024 meeting.</p> <p><b>D. 2023 Climate Survey-</b>President Snelick presented the findings of the 2023 College Climate Survey. The survey was updated for this year and will be used for the next two cycles. 46 respondents completed the survey. President’s Council is currently utilizing the assessment tool to make recommendations of the findings, and SPAC is currently reviewing the results and will discuss findings at the February meeting.</p> <p><b>E. Consent Agenda</b></p> <ol style="list-style-type: none"><li><b>1. NPRC 2105: Resignation and Termination of Employment</b></li><li><b>2. NPRC 2115: Employee Introductory Period</b></li><li><b>3. NPRC 2400: Employee College Holidays</b></li><li><b>4. NPRC 2405: Personal Leave of Absence (Rescinded)</b></li><li><b>5. NPRC 2415: Paid Time Off</b></li><li><b>6. NPRC 2420: Paid Personal Time</b></li><li><b>7. NPRC 2425: Jury and Witness Duty</b></li><li><b>8. NPRC 2430: Funeral and Bereavement Leave</b></li><li><b>9. NPRC 4005: Professional Educational Requirements for Workforce Development Instructors</b></li></ol> <p>These policies were reviewed, and Chairperson Vicini requested a motion to approve the policy as written. So moved by Trustee Evens, seconded by Trustee Esch. The motion passed unanimously.</p> <p><b>F. 2024 Committee Assignments-</b>Committee assignments for 2024 were reviewed. The addition of a Governance Committee will be formed and chaired by Trustee Mahon.</p>	<p>A policy will be developed to replace 2405, Unpaid Leave Policy.</p> <p>Additions will be made to Ad Hoc with Trustee Shields, Trustee Hetrick volunteered to join the Governance Committee.</p>
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<b>Standing Committees Reports and Recommended Actions</b>		
<u>Finance &amp; Audit Committee</u>	<ol style="list-style-type: none"> <li>1. Budget Restatement- With the allocation of PDE funds, the Ellucian project and the ARC grant a restated budget was presented for approval. A request by Chairperson Vicini to approve the restated budget was so moved by Trustee LeMeur, seconded by Trustee Hetrick. The motion passed unanimously.</li> <li>2. Committee meeting minutes from the December 8, 2023 meeting were provided for the board’s information.</li> <li>3. Financial Statements –Nothing unremarkable regarding the November financial statements. Chairperson Vicini requested a motion to approve the November financials, so moved by Trustee Evens, seconded by Trustee LeMeur. The motion passed unanimously.</li> <li>4. Narrative and Budget Report- Nothing is remarkable in the November Narrative or Budget report.</li> </ol>	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none"> <li>1. A meeting is scheduled for January 17, 2024. Trustee Brock has been named chair of this committee, minutes from the last meeting will be sent to set the agenda for the January 17<sup>th</sup> meeting.</li> </ol>	
<u>Executive Committee</u>	<ol style="list-style-type: none"> <li>1. Meeting minutes from the committee meeting for November 28, 2023, were provided for the board’s information.</li> <li>2. Harrisburg Update- Trustee Mahon shared that the Governor’s budget will be shared the first Tuesday in February.</li> </ol>	



<u>Academic Affairs Committee</u>	This committee has not met since the last Board meeting. No report.	
<u>Ad Hoc Policy Development –</u>	This committee met to approve the policies provided in the consent agenda.	
<u>College Advancement Committee</u>	This committee will meet again in February 2024.	
<b>Task Force Committee Reports and recommended Actions</b>		
<u>President’s Report</u>	Meetings occurred with regional foundations with Jill Lasecki, Advancement Coordinator, and the directors of those foundations. Legislative visits will be scheduled soon, and visits will occur with local superintendents as well.	
<u>VPAA/ALO Report</u>	An update was given on the self-study plan. Information was also provided on the ECE cohort. The nursing agreement with Pitt Titusville was discussed and information about faculty development day was shared. An update on the ARC grant was provided.	
<u>VPASS Report</u>	Enrollment for the spring semester is 124 with FTE of 61.1. An ER for Warren is still unfilled, the CRM is allowing student services to rework their approach to recruitment, the Titusville team of Laurel Lucas and Des Higley are holding a high school event at the Titusville location with up to 600 students attending, a new SES position will be posted.	
<u>VPFO Report</u>	SIS updates were provided, and credit was provided for contracted hours from the fall. Modern Campus is live. An RFP for audit services will be reviewed, Baker Tilly has not completed an RFP for next year’s audit.	
<u>VPWFD Report</u>	Enrollments have exceeded 600 with the inclusion of customized training. Language changes are required for resubmission for the nursing aide program according to PDE. The apprenticeship programs were discussed and CDA updates were given. The CDL range is open in Tioga and the EMS program is running and set to run in several	



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	other countries across the region. The National Fire Academy is 1/31 and 2/1/24.	
CEC Collaboration Report	This committee is scheduled to meet again on March 13, 2023.	
<b>Executive Session</b>	Chairperson Vicini requested a motion to enter Executive Session at 12:09 p.m. with the full meeting adjourning at the completion of the Executive Session, so moved by Trustee LeMeur, seconded by Trustee Esch.	
<b>Adjournment</b>	Chairperson Vicini requested a motion to adjourn immediately following Executive Session at 12:15 p.m.	

*Respectfully submitted by:* Andrea Shene

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Hank LeMeur, Secretary of the Board

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Date