



**Board of Trustees Meeting Minutes
November 10, 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. Hank LeMeur

Administration/Staff:

President Susan Snelick
VP Adam Johnson
VP Mike Giambrone
VP Jen Cummings-Tutmaher
Mrs. Andrea Shene
Ms. Abbi Petrosky

Absent:

Mr. Mario Fontanazza
Ms. Jen Gesing
Ms. Heather Evans

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Brock called the meeting to order at 10:02 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 September 28, 2023 Board of Trustees meeting were presented for approval. Chairperson Brock asked for a motion to approve the September 28, 2023 meeting minutes. Trustee Hetrick so moved, seconded by Trustee LeMeur. The motion passed unanimously.	
New Business	<p>A. Awareness Study- Abbi Petrosky- Abbi shared the data from the awareness study that was completed in March of 2023 in conjunction with Red Catus. The study included a digital survey(email) with a margin of error +/- 4. The net promoter score from last year was -27 and improved to -6 for this year.</p> <p>B. Consent Agenda- Policy 6810: Investments, was presented for approval. Chairperson Brock requested a motion to approve, so moved by Trustee LeMeur and seconded by Evens with an</p>	



	<p>added policy statement addressing that investments are subject to the annual audit.</p> <p>C. Cancellation of December Meeting- This meeting will remain as virtual only meeting to approve the slate of officers for 2024 and board terms for 2024.</p> <p>D. BOT Meeting Calendar-The dates and times of interest required at each meeting was presented. Meetings will be held at locations around the region this year.</p> <p>E. Retreat Follow Up-The survey analysis prepared by LeighAnne Kramer-Naser was provided to the full board for review. Additionally, the minutes from the retreat were provided for review.</p> <p>F. Strategic Plan Update-Updates of action items from the 2023 calendar year were presented to the full board for approval. Chairperson Brock requested a motion to approve the updates to the strategic plan, so moved by Trustee Hetrick, seconded by Trustee Esch. The motion passed unanimously.</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 September 22, 2023 meeting was provided for the board's review. 2. Financial Statements –A motion to pass the September financials as presented was moved by Trustee Vicini and seconded by Trustee Evens. The motion passed unanimously. 3. Narrative and Budget Report -These reports were reviewed by the board. PDE funds for this year are to be sent once the fiscal codes are approved by the legislature. The revised budget will be presented at the January meeting. 	
<p><u>Strategic Growth Committee</u></p>	<p>The approved minutes from the July 20, 2023 meeting were presented for the board's review. A meeting was</p>	



	held on October 31 and points of interest include updates on the EC3 agreements, Tioga expansion, enrollment, and accreditation.	
<u>Executive Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for October 10, 2023, were provided for the board's information. The last meeting of this committee included discussion of adding a governance committee that would be comprised of non-executive committee members as well as the potentially reviving the nominating committee to address retreat planning and follow up.2. Harrisburg Update- Trustee Mahon expressed that the house and the senate have not yet passed the fiscal codes. This is creating difficulty with releasing funds.	
<u>Academic Affairs Committee</u>	There was no report for this committee.	
<u>Policy Development – Committee</u>	There was no report for this committee.	
<u>College Advancement Committee</u>	This committee will meet on November 15, 2023 at 1:00 p.m.	
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	Points of interest from the President's report include EC3 updates, Meetings with Erie County Career and Technical School, updates for the meeting with Erie Exec. Davis, updates on the MSCHE Self-Study Institute, Donuts with the President updates, Dual enrollment updates, and information regarding the WCCBI Growth and Expansion Award presented on November 16 th .	



**NORTHERN
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<u>VPAA/ALO Report</u>	This report was presented for review in Board Effect.	
<u>VPSS Report</u>	Information was shared regarding comparisons of enrollment. A question was then posed as the preferred method for sharing data. Updates were also provided regarding the new CRM, Financial Aid updates included the submission of application for Title IV funding, and information on tuition waivers was shared.	
<u>VPFO Report</u>	Ellucian updates were provided including the rollout of the payroll module in January. Modern Campus is currently experiencing some difficulty with consultants but should be resolved shortly, the CRM rollout is going well. The lease agreement with EC3 has been settled, the audit with Baker Tilly is underway and the agreement for the Erie range has been terminated.	
<u>VPWFD Report</u>	Updates included data collection to meet KPI's and Strategic Plan goals is currently ongoing, CCAC apprenticeship program will begin in summer 2024, work is being conducted to hold a dental assistant program with Laurel Healthcare, Wastewater courses began on October 30, a CDL range opened in Mansfield (Tioga County), EMS classes are running around the region, funding for CDA courses has seen an increase, and NPRC hosted a broadband forum in Potter County on October 30.	
CEC Collaboration Report	This committee will meet on January 8, 2023.	
Advisory Council	A second meeting will be scheduled for January or February 2024.	
Executive Session		
Adjournment	Chairperson Brock requested a motion to adjourn the meeting, so moved by Trustee Vicini, seconded by Trustee Rees. The meeting adjourned at 12:13 p.m.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date