



**Board of Trustees Meeting Minutes
February 8, 2024
Warren Administrative Office & Zoom Connection
10:00 a.m.**

Attendees:

Mr. Robert Esch
Mr. Hank LeMeur
Mr. Jamie Evens
Dr. Kim Rees
Ms. Kate Brock

Virtual Attendees:

Ms. Holli Wolfe
Dr. Adrienne Dixon
Ms. Amy Shields
Ms. Amanda Hetrick
Mr. Duane Vicini
Mr. Greg Mahon
Ms. Jennifer Gesing
Ms. Heather Evans

Administration/Staff:

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

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Vice-Chairperson Esch called the meeting to order at 10:01 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 January 12, 2024 Board of Trustees meeting were presented for approval. Vice-Chairperson Esch requested a motion to approve the January 12, 2024 meeting minutes. Trustee Dixon so moved, second by Trustee Hetrick. The motion passed unanimously.	
New Business	<p>A. Tuition Rates – The rates for 2024-2025 were reviewed for changes from last year including the adjustment of out of region dual enrollment, and the waiver of fees with specific exemptions included. Chairperson Vicini requested a motion to approve the tuition rates, so moved by Trustee LeMeur, seconded by Trustee Evens. The motion passed unanimously.</p> <p>B. 2024 Committee Assignments- The committee assignments were reviewed for accuracy. There was agreement on the membership, dates, and times of the meetings for 2024.</p>	



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	<p>C. RFP for Advocacy- A request was made that an RFP be completed for the work of advocacy on NPRC's behalf. The motion to secure an FRP was so moved by Trustee Brock, seconded by Trustee LeMeur. The motion passed with an opposition vote by Trustee Vicini.</p>	
<p>Standing Committees Reports and Recommended Actions</p>		



<u>Finance & Audit Committee</u>	<ol style="list-style-type: none">1. Committee meeting minutes from the January 4, 2024 meeting were provided for the board's information.2. Financial Statements –Vice-Chairperson Esch requested a motion to approve the December financials, so moved by Trustee Evens, seconded by Trustee Shields. The motion passed unanimously.3. Narrative and Budget Report- Nothing is remarkable in the December Narrative or Budget report.	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none">1. The meeting minutes from the October 31, 2023 meeting were provided for review. Updates were given on the meeting that took place on January 17, 2024 including dual enrollment, the Erie lease agreement, the Tioga culinary program, and the Advisory Committee meeting on February 22, 2024.	
<u>Executive Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for January 2, 2024, were provided for the board's information.2. Harrisburg Update- An update was given on Governor Shapiro's address. Funding for NPRC was funded at the same level as last year in this year's budget.	
<u>Academic Affairs Committee</u>	This committee will meet on February 26, 2024.	
<u>Ad Hoc Policy Development –</u>	A request for a meeting for policy approval for the March BOT monthly meeting will be coming in the near future.	
<u>College Advancement Committee</u>	This committee will meet again on February 21, 2024.	
Task Force Committee Reports and recommended Actions		



<u>President's Report</u>	At the January All College meeting President Snelick's vision for the college was shared; President Snelick has been named to the RCCA board; attendance at Sen. Casey's Higher Education Summit was shared.	
<u>VPAA/ALO Report</u>	An accreditation update was shared; enrollment by courses was shared; dual enrollment agreements were shared; the meeting with EC3 was discussed.	
<u>VPESS Report</u>	Census was reported at 116 with FTE at 55.52. A comparison to the projected numbers will be shared at the next meeting. Kelsey Kirkpatrick provided the fall student experience survey to the BOT.	
<u>VPFO Report</u>	An SIS update was provided; it was noted that the PDE application for next years funds has arrived; NPRC is currently undergoing insurance renewal; the sublease with EC3 was approved by the landlord of the Erie facility; the operating budget will be reviewed at the February 26 BOT F&A meeting.	
<u>VPWFD Report</u>	Two grants through CCAA regarding cybersecurity have been secured; the culinary program in Tioga was discussed; micro-credentials for non-profit, healthcare, and manufacturing were discussed.	
CEC Collaboration Report	This committee is scheduled to meet again on March 13, 2023. Minutes from the January 2024 meeting were shared for review.	
Advisory Committee	This committee will meet on Thursday, February 22, 2024 at 6:00 p.m.	
Executive Session	Vice-Chairperson Vicini requested a motion to enter Executive Session at 10:04 a.m., so moved by Trustee LeMeur, seconded by Trustee Evans. The motion passed unanimously. Executive session ended at 10:27 a.m. with a motion requested by Vice-Chairperson Esch, so moved by Trustee LeMeur, seconded by Trustee Evens. The motion passed unanimously.	
Adjournment	Vice-Chairperson Esch requested a motion to adjourn at 12:11 p.m., so moved by Trustee LeMeur, seconded by Trustee Brock. The motion passed unanimously.	



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Hank LeMeur, Secretary of the Board

Date