



**Board of Trustees Meeting Minutes
April 12, 2024
Northern Pennsylvania Regional College
10:00 a.m.**

Attendees:

Mr. Robert Esch
Mr. Hank LeMeur
Mr. Jamie Evens
Ms. Kate Brock
Mr. Duane Vicini

Virtual Attendees:

Ms. Holli Wolfe
Dr. Adrienne Dixon
Ms. Amanda Hetrick
Jen Gesing
Mr. Greg Mahon

Administration/Staff:

President Susan Snelick
VP Jen Cummings-Tutmaher
VP Mike Giambrone
VP Adam Johnson
Mrs. Jill Lasecki
Ms. Leigh Anne Kraemer-Naser
Ms. Carla Cummings
Ms. Monica Schloder

Absent:

Ms. Amy Shields
Ms. Heather Evans

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Vicini called the meeting to order at 10:02 a.m.	
Roll Call	Mrs. Lasecki completed the roll call. A meeting quorum was in attendance.	
Public Comment	No comments.	
Meeting Minutes	The meeting minutes from the March 11, 2024, Board of Trustees meeting were presented for approval. Chairperson Vicini requested a motion to approve the March 11, 2024 meeting minutes. Trustee Esch so moved, second by Trustee LeMeur. The motion passed unanimously.	
New Business	<p>A. Consent Agenda-Policies 3310; 8415; 9320; 9345; and 9415 were presented for approval. Chairperson Vicini requested a motion to approve the policies as presented. So moved by Trustee Evens, seconded by Trustee Brock. The motion passed unanimously.</p> <p>B. Cancellation of May 10, 2024 Meeting – Cancel the meeting due to Commencement being May 18. Chairperson Vicini requested a motion to approve cancelling the May 10, 2024 meeting of the Board of Trustees. Trustee Brock so moved,</p>	



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	<p>second by Trustee Esch. The motion passed unanimously.</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 February 26, 2024 meeting were provided for the board's information.2. Financial Statements –Chairperson Vicini requested a motion to approve the February financials, so moved by Trustee Evens, seconded by Trustee LeMeur. The motion passed unanimously.3. Narrative and Budget Report- Provided narrative document as of February 2024 and budget to actual as of February 2024.4. Discussion on how to invest non-PDE dollars. Mike Giambrone will check into this. Also, will check to see if the extended grant period of December 25 can also be extended.	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none">1. This committee will meet again on April 17, 2024.	
<u>Executive Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for February 29, 2024, were provided for the board's information.2. Harrisburg Update- An update was given on the proposal from Senator Martin that would provide scholarships for PA universities if student majors in high demand fields, also merit scholarships to bring students in from outside of state, with obligation to stay in PA after graduation.	
<u>Academic Affairs Committee</u>	<ol style="list-style-type: none">1. Meeting minutes of the February 26, 2024 committee meeting were provided for the board's information.2. Chairperson Vicini asked if the committee looks at other colleges and how they are doing things. That will be explored. Committee discussed that teachers could teach in their classroom for Dual Enrollment if they are qualified.	



<u>Ad Hoc Policy Development –</u>	Several policies in the consent agenda were approved at the last meeting of this committee.	
<u>College Advancement Committee</u>	1. This committee will meet again on May 15, 2024.	
<u>Governance and Nominating Committee</u>	The committee reminded the Board of Trustees to be mindful of geography and personal attributes of possible candidates. There is also a need to understand the vetting process. There will be two more seats vacant after December. Committee will also be helping with the planning of the retreat.	
Task Force Committee Reports and recommended Actions		
<u>President’s Report</u>	President Snelick provided updates on her outreach in Harrisburg. She will be there next week and has a meeting with almost all of the legislators. Secured a meeting with the President of Thaddeus Stevens, Pedro Rivera. June 4 is the film date for the Viewpoint project. Hank has agreed to participate and will also include students and alumni. Abbi Petrosky and Susie will meet with them on how to get the most out of this for NPRC, such as a red-carpet event, Linked In. County Commissioners were very supportive and asked how they could best assist us. They were very receptive to the idea of employee scholarships.	
<u>VPAA/ALO Report</u>	Leigh Anne Kraemer-Naser gave an update on the MSCHE self-study design, Work-Ready Skill Sets, and Early Entry (Dual Enrollment). Noted that we are waiting for Act 48 approval (non-credit).	
<u>VPESS Report</u>	As part of VP Tutmaher’s report, Carla Cummings and Monica Schloder presented on Advising and Career Services programs. It was noted that yard signs are ready for the Board of Trustees to take. There are also student signs. All the Board of Trustees is getting a legislative toolkit.	
<u>VPFO Report</u>	Updates were proved by VP Giambrone including Ellucian implementation and continuing work with the audit. Vans will be delivered to fabrication in April. We	



	will receive weekly updates once fabrication begins. They will deliver the vans to us when they are ready.	
<u>VPWFD Report</u>	VP Johnson provided information on a new school safety program that will run on Pennsylvania Cable Network (PCN) that we have been asked to provide content for and host. Also provided information regarding the purchase of the Cabin Kitchen by the Cameron County Chamber of Commerce. We will have space there at no cost to us and can brand the space. There will also be a certified kitchen for use with our culinary program. Updates were also provided regarding WFD programs.	
CEC Collaboration Report	This committee is scheduled to meet again on May 13, 2024.	
Advisory Committee	This committee will meet again in September 2024.	
Executive Session	Chairperson Vicini requested a motion to enter Executive Session at 11:57 a.m., so moved by Trustee Esch, seconded by Trustee Evens. The motion passed unanimously. Executive session ended at 12:10 p.m. with a motion requested by Chairperson Vicini, so moved by Trustee Esch, seconded by Trustee Evans. The motion passed unanimously.	
Adjournment	Chairperson Vicini requested a motion to adjourn at 12:10 p.m., so moved by Trustee Brock, seconded by Trustee Esch. The motion passed unanimously.	

Respectfully submitted by: Jill Lasecki

Hank LeMeur, Secretary of the Board

Date