



**Board of Trustees Meeting Minutes
March 8, 2024
Potter County Education Council & Zoom Connection
10:00 a.m.**

Attendees:

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

Virtual Attendees:

Ms. Holli Wolfe
Dr. Adrienne Dixon
Ms. Amy Shields
Ms. Heather Evans
Mr. Greg Mahon

Administration/Staff:

President Susan Snelick
VP Melinda Saunders
VP Jen Cummings-Tutmaher
VP Mike Giambrone
VP Adam Johnson
Mrs. Andrea Shene
Mr. Ben Blood
Ms. Dannielle Fickenworth
Ms. Kelsey Angove
Ms. Kara Haight (student presenter)

Absent:

Ms. Amanda Hetrick
Ms. Jen Gesing

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Vicini called the meeting to order at 10:00 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 February 8, 2024 Board of Trustees meeting were presented for approval. Chairperson Vicini requested a motion to approve the February 8, 2024 meeting minutes. Trustee LeMeur so moved, second by Trustee Evens. The motion passed unanimously.	
New Business	<p>A. Student Presentation: Kara Haight – Ben Blood provided an introduction for Ms. Haight. She provided information regarding her journey with NPRC and goals following completion of her degree.</p> <p>B. 2024 Operating Budget- An overview of the 2024-2025 budget was presented by Trustee LeMeur. Key points included a discussion on grants, location costs, and PDE spending over multiple years. A motion to approve the 2024-2025 operating budget was so moved by Trustee</p>	



	<p>Esch, seconded by Trustee Brock. The motion passed unanimously.</p> <p>C. Consent Agenda-Policies 2435; 6005; 7405; 8120; 8305; 9315; and 9515 were presented for approval. Policies 8000;8110; 8150; 8170; 8180;8190; 8210; 8250 were presented to be rescinded with the passage of policy 8305. Chairperson Vicini requested a motion to approve the policies as presented and rescind the financial aid policies included. So moved by Trustee Rees, seconded by Trustee Esch. The motion passed unanimously.</p> <p>D. Commencement Update-Updates were provided including the keynote speaker: Beth Pellegrino, venue: The Red Fern, Kersey PA, date: May 18, 2024 at 2:00 p.m. and information regarding the grad boxes that are sent to all graduates.</p> <p>E. Board Retreat Update- The date for the annual retreat is set for September 26th and 27th in Forest County. The Governance and Nominating Committee will share details as they are developed.</p> <p>F. View Point-President Snelick shared detail regarding the project including the fee (approved by BOT F&A Committee at the February 22 meeting), deliverables, email outreach, and broadcast timelines.</p> <p>G. Approval of President Snelick's Contract- Following executive session a motion to approve President's contract for a 3-year extension was so moved by Trustee Brock, seconded by Trustee Evens. 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 February 5, 2024 meeting were provided for the board's information. 2. Financial Statements –Chairperson Vicini requested a motion to approve the January financials, so moved by Trustee LeMeur, seconded by Trustee Rees. The motion passed unanimously. 3. Narrative and Budget Report- PDE spending was discussed revealing spending from the 2021-2022 and 2022-2023 “buckets”. 	
<p><u>Strategic Growth Committee</u></p>	<ol style="list-style-type: none"> 1. This committee will meet again on April 17, 2024. 	
<p><u>Executive Committee</u></p>	<ol style="list-style-type: none"> 1. Meeting minutes from the committee meeting for February 1, 2024, were provided for the board's information. 2. Harrisburg Update- An update was given on the presentations to the education committee by the secretary of education and the chancellor of PASHE. 3. RFQ- The background of the outreach for advocacy was discussed. The result of the discussion was that there is not a need for advocacy at this time. Chairperson Vicini requested a motion to table the RFQ process, so moved by Trustee Esch, seconded by Trustee Dixon. The motion passed unanimously. 	
<p><u>Academic Affairs Committee</u></p>	<p>Several policies in the consent agenda were approved at the last meeting. Program Reviews were also presented, and these can be found in the VPAA/ALO report.</p>	
<p><u>Ad Hoc Policy Development –</u></p>	<p>Several policies in the consent agenda were approved at the last meeting of this committee.</p>	



<p><u>College Advancement Committee</u></p>	<p>1. Meeting minutes for the November 15, 2023 meeting were provided for the board’s review. At the last meeting of this committee agenda items included continuing visits with local foundations and the annual giving program. The next meeting of this committee is May 2024.</p>	
<p><u>Governance and Nominating Committee</u></p>	<p>This committee met for the first time in February. There are two vacancies on the board that need to be filled. If there are individuals that members would like to recommend, please send them to Mrs. Andrea Shene via email. Additionally, this committee will work on the development of the annual retreat.</p>	
<p>Task Force Committee Reports and recommended Actions</p>		
<p><u>President’s Report</u></p>	<p>Presidents Snelick provided updates on a meeting with Mike Ferito, Gov. Shapiro’s regional representative, her first meeting with the RCCA, and an upcoming meeting with the Governor’s office in March. Details of this meeting will be shared at the April 12, 2024 meeting.</p>	
<p><u>VPAA/ALO Report</u></p>	<p>VP Saunders provided an update on the MSCHE self-study design, a summary of the academic programs, and the development of a toolkit for dual enrollment.</p>	
<p><u>VPESS Report</u></p>	<p>As part of VP Tutmaher’s report, Dannielle Fickenworth and Kelsey Angove provided a brief presentation on enrollment data and trends.</p>	
<p><u>VPFO Report</u></p>	<p>Updates were provided by VP Giambrone including Ellucian implementation and continuing work with the audit.</p>	
<p><u>VPWFD Report</u></p>	<p>VP Johnson provided information about the Rural College Practitioner Design Academy. Updates were also provided regarding WFD programs.</p>	
<p>CEC Collaboration Report</p>	<p>This committee is scheduled to meet again on May 13, 2024.</p>	
<p>Advisory Committee</p>	<p>This committee will meet again in September 2024.</p>	
<p>Executive Session</p>	<p>Chairperson Vicini requested a motion to enter Executive Session at 10:51 a.m., so moved by Trustee LeMeur, seconded by Trustee Esch. The motion passed unanimously. Executive session ended at 11:15 a.m. with</p>	



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	a motion requested by Chairperson Vicini, so moved by Trustee Evens, seconded by Trustee Brock. The motion passed unanimously.	
Adjournment	Chairperson Vicini requested a motion to adjourn at 12:13 p.m., so moved by Trustee Brock, seconded by Trustee LeMeur. The motion passed unanimously.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date