



**NORTHERN  
PENNSYLVANIA  
REGIONAL COLLEGE**

**Board of Trustees Meeting Minutes  
August 9, 2024  
Northern Pennsylvania Regional College  
10:00 a.m.**

**Attendees:**

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

**Virtual Attendees:**

Ms. Jen Gesing  
Ms. Amy Shields  
Ms. Amanda Hetrick  
Mr. Jamie Evens  
Mr. Greg Mahon  
Dr. Adrienne Dixon

**Administration/Staff:**

President Susan Snelick  
VP Jen Cummings-Tutmaher  
VP Adam Johnson  
VP Ben Malczyk  
VP Mike Giambrone  
Mr. Ron Pollock  
Mrs. Andrea Shene  
Ms. Leah McClusky

**Absent:**

Ms. Holli Wolfe  
Ms. Heather Evans  
Dr. Kim Rees

Agenda Item	Discussion/Action	Follow-up Action Items
<b>Call to Order</b>	Chairperson Vicini called the meeting to order at 10:00 a.m.	
<b>Roll Call</b>	Mrs. Shene completed the roll call. A meeting quorum was in attendance.	
<b>Public Comment</b>	No comments.	
<b>Meeting Minutes</b>	The meeting minutes from the June 14, 2024, Board of Trustees meeting were presented for approval. Chairperson Vicini requested a motion to approve the June 14, 2024 meeting minutes. Trustee LeMeur so moved, second by Trustee Esch. The motion passed unanimously.	
<b>New Business</b>	<p><b>A. Perception Study</b>-Ms. Leah McClusky provided the presentation of the annual perception study. Key takeaways included: NPRC improved in the area of top-of-mind institutions, familiarity has improved, and the most common method of “hearing” ads for NPRC included radio and social media.</p> <p><b>B. Dual Enrollment Runways</b>-Mr. Ron Pollock presented the new dual enrollment program, runways. This will allow for collaboration with high school teachers to share resources. The course will be “mirrored” over the entire school year and will be offered in Biology, Human</p>	



	<p>Biology and Pre-Calculus. The plan is to expand offerings and will pilot at Warren Area High School and Oil City High School.</p> <p><b>C. New Membership-</b>Trustee Mahon and President Snelick presented the process that led to the candidates from approval. The two candidates are Aaron Singer from Tioga County with Metalcraft and Kat Thompson from Venango County with Venango Chamber. Both candidates will be receiving an in-person orientation with a sponsoring board member. Kat will be available for the retreat; Aaron will be out of the country and will be available at the November meeting. A motion to appoint both candidates to the NPRC Board of Trustees was so moved by Trustee Mahon, seconded by Trustee Hetrick. The motion passed unanimously.</p> <p><b>D. Consent Agenda-</b> Policy 1060: On Campus Credit Card Marketing, 2005: Nepotism and Personal Relationships in the Workplace, 2020: Employment at Will, 2130: Conflict of Interest, 8215: Federal Aid Program Eligibility, 8520: Payor Financial Rights and Responsibilities, and Policy 1210: Nondiscrimination and Equal Opportunities with the passage of 1210, policies 2001: Affirmative Action and 2003: Equal Employment Opportunities will be rescinded. A motion to approve all policies as presented was so moved by Trustee Brock, seconded by Trustee Shields. The motion passed unanimously.</p> <p><b>E. Cancellation of the September 13, 2024 Meeting to September 27, 2024 Board Retreat-</b> A motion to cancel the September 13<sup>th</sup> meeting to hold the meeting on September 27<sup>th</sup> was so moved by Trustee Brock, seconded by Trustee LeMeur. The motion passed unanimously.</p> <p><b>F. Cancellation of October 11, 2024 Meeting-</b> A motion to cancel the October 11, 2024 meeting was so moved by Trustee Esch, seconded by Trustee LeMeur. The motion passed unanimously.</p>	
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<b>Standing Committees Reports and Recommended Actions</b>		
<u>Finance &amp; Audit Committee</u>	Chairperson LeMeur noted that with the implementation of the Ellucian system and the end of year financials, the Business Office was unable to complete the June financials for the July Finance and Audit Committee meeting. The committee will meet again in September to address the June and July financials for approval at the September 27, 2024 monthly meeting. Additionally, Chairperson LeMeur noted that a letter with a return envelope and Trustee Giving Card will be sent to encourage 100% participation for the Annual giving campaign. The goal is to have all cards returned by the September BOT Annual Retreat.	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none"><li>1. The committee minutes from the April 17, 2024 meeting were provided for the board's information. The last meeting of this committee focused on the delivery of learning, focusing specifically on dual enrollment and the IU9 cohort.</li></ol>	
<u>Executive Committee</u>	<ol style="list-style-type: none"><li>1. Meeting minutes from the committee meeting for July 11, 2024, were provided for the board's information. The focus of discussion was the September Board Retreat at the last meeting of this committee.</li><li>2. Harrisburg Update- Trustee Mahon shared that the 2024-2025 state budget was approved on July 11<sup>th</sup> with a 6% increase for NPRC. Also discussed was the Grow PA initiative and the work of President Snelick in ensuring language for scholarship to include NPRC.</li></ol>	
<u>Academic Affairs Committee</u>	There has not been a meeting of this committee since the last meeting.	



<u>Ad Hoc Policy Development –</u>	The minutes from the June 5, 2024 meeting were provided for the board’s information. 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 on Wednesday, August 21, 2024 at 10:00 a.m. The potential for a scholarship from a third party was discussed.	
<u>Governance and Nominating Committee</u>	1. The committee minutes from the March 28, 2004 meeting were provided for the board’s information. This committee will meet again on August 21 <sup>st</sup> to finalize the plans for the Annual Board Retreat.	
<b>Task Force Committee Reports and recommended Actions</b>		
<u>President’s Report</u>	Updates were provided on the filming for Viewpoint, the Day of Learning that was held in June, and MSCHE. In September President Snelick and other cabinet members will be attending the annual RCCA conference in Lake George NY. There will be two presenters from NPRC at this year’s conference: Leigh Anne Kraemer Naser and Andrea Kessler.	
<u>VPAA/ALO Report</u>	Updates were given on the ECE cohort with the IU9, the articulation agreement with UPB being signed on September 4, and the potential partnership with the learning center in Elk County. The articulation agreement with Wilson College is still pending.	
<u>VPES Report</u>	The duplicated head count for fall was 264, and the fall enrollment is currently 124. The deadline for IPEDS reporting is October 15 <sup>th</sup> and will include dual enrollment students. Updates were also provided in marketing.	
<u>VPFO Report</u>	An update was provided on the launch of the new SIS. The implementation has extended the time needed to prepare monthly financials; however, the year-end numbers will be provided to the board at the September board meeting. The work on the vans continues and there is anticipated delivery of the vans this fall.	
<u>VPWFD Report</u>	Updates were provided on enrollment, the majority coming from customized trainings, the apprenticeship programs, the CDL range in St Marys, and new programs for Career Link. The Culinary Bootcamp has begun in	



	Tioga County. An Act 48 training has also been completed in Tioga County with the Wellsboro SD. Grants sought for CDA, and CNA at UPT. Scholarships are being sought for EMR and EMT.	
CEC Collaboration Report	This committee met on August 7, 2024. The meeting minutes will be provided for the board's information at the September 27 <sup>th</sup> meeting.	
Advisory Committee	This committee will meet again in September 2024.	
<b>Executive Session</b>		
<b>Adjournment</b>	Chairperson Vicini requested a motion to adjourn at 12:02 p.m., so moved by Trustee Brock, seconded by Trustee Hetrick. The motion passed unanimously.	

*Respectfully submitted by:* Andrea Shene

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Hank LeMeur, Secretary of the Board

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Date