



**Board of Trustees Meeting Minutes
September 27, 2024
Northern Pennsylvania Regional College
9:00 a.m.**

Attendees:

Mr. Robert Esch
Ms. Kat Thompson
Mr. Duane Vicini
Ms. Kate Brock
Ms. Jen Gesing
Ms. Amanda Hetrick
Ms. Amy Shields
Mr. Greg Mahon
Dr. Kim Rees
Mr. Jamie Evens
Ms. Heather Evans

Virtual Attendees:

Ms. Holli Wolfe
Dr. Adrienne Dixon

Administration/Staff:

President Susan Snelick
VP Jen Cummings-Tutmaher
VP Adam Johnson
VP Ben Malczyk
VP Mike Giambrone
Mrs. Andrea Shene

Absent:

Mr. Hank LeMeur

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Vicini called the meeting to order at 9:17 a.m.	
Roll Call	Mrs. Shene completed the roll call. A meeting quorum was in attendance.	
Public Comment	No comments.	
Meeting Minutes	The meeting minutes from the August 9, 2024, Board of Trustees meeting were presented for approval. Chairperson Vicini requested a motion to approve the August 9, 2024 meeting minutes. Trustee Brock so moved, second by Trustee Hetrick. The motion passed unanimously.	
New Business	<p>A. Oath of Office-Kat Thompson- The resolution acknowledging Trustee Thompson was read and Trustee Thompson was sworn in by Chair Vicini.</p> <p>B. Breakout Session-Retreat Topics-Trustees were divided into two groups to discuss the topics from the VP presentations from Thursday, September 26th’s meeting. The Trustees reconvened at 10:00 a.m.</p>	



- C. RFP for Strategic Plan-** A motion for the agenda to be open for a new business item, RFP for a Strategic Plan consultant, was requested by Chairperson Vicini, so moved by Trustee Hetrick, and seconded by Trustee Rees. The motion was approved unanimously. A discussion on acquiring an RFP from a consultant to assist with the development of the 2025-2030 Strategic Plan resulted in a motion by Chairperson Vicini to approve the hiring of a qualified agency to complete an RFP and assist in the Strategic Planning process. So moved by Trustee Evens and seconded by Trustee Esch. The motion passed unanimously.
- D. Board Assessment Goals-**A discussion regarding last year's review of the board assessment acknowledged a need to improve participation in the 2025 assessment. Meetings being held across the region were discussed and the group agreed that if it isn't to taxing on staff to organize the meetings, the desire would be to continue with this model.
- E. Consent Agenda-** Policy 1025: Sunshine Act, 1305: Conflict of Interest Non-Employee, 1315: Board Agenda Development and Use of Consent Agenda, 1320: Bylaws, 2030: Employee Professional Development, 2135: Obligation to Report Discrimination or Harassment, 2445: Short Term Long Term Disability, 6500: Expense Reimbursement, 9055: Field Experiences, 9330: Leave of Absence for Academic Students, and 9425: Transfer Credits were presented for approval. A motion to approve all policies as presented was so moved by Trustee Brock, seconded by Trustee Shields. The motion passed unanimously.
- F. President's Milestones-** The milestones were reviewed by the Executive Committee and the feedback was that the goals be reduced to 3-5 goals. Trustees are asked to please review the milestones included in this board book and provide any feedback to President Snelick for adjustment for the November 8, 2024 BOT meeting.



Standing Committees Reports and Recommended Actions		
<u>Finance & Audit Committee</u>	<ol style="list-style-type: none">1. The meeting minutes from the June 28, 2024 meeting were provided for the board's review.2. The monthly statement for June 2024 was reviewed. Chairperson Vicini requested a motion to approve the June 2024 financials in Trustee LeMeur's absence. Trustee Brock moved the motion, which was seconded by Trustee Esch. The motion passed unanimously.3. An update was provided on the ongoing challenges with the transition to GASB and the reporting issues with the transition to Ellucian(SIS).4. Amended Tuition Rates and Fees- Due to updates necessary in the business office to recognize required fees for returned checks, late fees, and collection agency fees, this form required a motion to approve these additions. So moved by Trustee Evens, seconded by Trustee Shields. The motion was approved unanimously.	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none">1. This committee will meet again on October 16, 2024.	
<u>Executive Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for August 1, 2024, were provided for the board's information. The appointment of officers and new members were the points of emphasis at the last meeting of this committee.2. Harrisburg Update- Trustee Mahon noted there is no business to report from Harrisburg.	
<u>Academic Affairs Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the April 4, 2024 meeting were shared for review.2. Applied Technology Associate's Degree- The addition of this degree will allow for partnerships	



	<p>to bridge academics and WFD. Courses are still being developed for this program. A motion to approve the addition of the Applied Technology Associate Degree was so moved by Trustee Evans, seconded by Trustee Rees. The motion passed unanimously.</p> <p>3. ECE Program Changes- This is a split of degrees in the current ECE program. There will need to be a restructuring of classes to achieve the necessary changes. A motion to approve the changes as presented was so moved by Trustee Shields, seconded by Trustee Brock. The motion passed unanimously.</p>	
<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 on Wednesday, November 20, 2024.	
<u>Governance and Nominating Committee</u>	1. The committee minutes from the July 15, 2024 meeting were provided for the board’s information. The committee plans to meet prior to the November 8, 2024 meeting to provide recommendations for the 2025 officers as well as potential replacement for Trustees that will be terming out in December 2024. A suggestion to consider the addition of a student (alumni) member was presented for consideration. Any suggestion should be emailed to Mrs. Shene.	
Task Force Committee Reports and recommended Actions		
<u>President’s Report</u>	<p>President Snelick and the VP’s provided presentations at the Board Retreat on Thursday, September 26, 2024 at the Vintage Inn Boutique. President Snelick provided awareness that the Viewpoint Gala scheduled for October 12th is going to be postponed to March 2025. Requests were made for insight on improvements that could be made in preparing for the new event date. Suggestions included highlighting alumni as guests of honor and the development of a traditional invite rather than letters. The board requested that Abbi share the list</p>	



	of invites to assist with providing key stakeholders from communities across the region.	
<u>VPAA/ALO Report</u>		
<u>VPESS Report</u>		
<u>VPFO Report</u>		
<u>VPWFD Report</u>		
CEC Collaboration Report		
Advisory Committee	The committee minutes from the September 11, 2024 meeting were shared for review. These minutes will be shared with the Advisory Committee via email.	
Executive Session		
Adjournment	Chairperson Vicini requested a motion to adjourn at 11:40 a.m., so moved by Trustee Brock, seconded by Trustee Hetrick. The motion passed unanimously.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date