



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

**Board of Trustees Meeting Minutes
November 8, 2024
Northern Pennsylvania Regional College
10:00 a.m.**

Attendees:

Mr. Robert Esch
Mr. Greg Mahon
Dr. Kim Rees
Mr. Jamie Evens
Mr. Hank LeMeur
Mr. Duane Vicini
Ms. Kate Brock
Ms. Amanda Hetrick
Mr. Aaron Singer

Virtual Attendees:

Ms. Kat Thompson
Ms. Amy Shields
Ms. Jen Gesing

Administration/Staff:

President Susan Snelick
VP Adam Johnson
VP Adam Johnson
VP Ben Malczyk
VP Jen Cummings-Tutmaher
Mrs. Andrea Shene
Ms. Abbi Petrosky

Absent:

Ms. Heather Evans
Dr. Adrienne Dixon
Ms. Holli Wolfe
VP Mike Giambrone

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 the roll call. A meeting quorum was in attendance. Introductions were done with roll call.	
Public Comment	No comments.	
Meeting Minutes	The meeting minutes from the September 27, 2024, Board of Trustees meeting were presented for approval. Chairperson Vicini requested a motion to approve the September 27, 2024 meeting minutes. Trustee Hetrick so moved, second by Trustee Mahon. The motion passed unanimously.	
New Business	<p>A. Oath of Office-Aaron Singer- The resolution acknowledging Trustee Singer was read and Trustee Singer was sworn in by Chair Vicini.</p> <p>B. Recognition of Service- Trustee Hetrick and Mahon were presented with framed resolutions noting service to NPRC as well as a crystal award.</p> <p>1. Amanda Hetrick</p> <p>2. Greg Mahon</p>	



	<p>C. Student Presentation- Nikki Hall shared her journey that resulted in enrollment at NPRC. She is currently working towards a degree in business. She is also now working at a family business with the education she has earned at NPRC.</p> <p>D. Marketing Presentation- Abbi Petrosky shared the marketing efforts initiated in her department. Information regarding social media views, third-party contracts, and information regarding meltwater was shared.</p> <p>E. Cancellation of December 13 2024 Meeting- The December 13, 2024 meeting of the Board of Trustees will be cancelled. A motion to cancel the meeting was moved by Trustee LeMeur, seconded by Trustee Hetrick. The motion was approved unanimously.</p> <p>F. Approval of 2025 Officers- The proposed officers for 2025 are Trustee Esch to serve as Chair, Trustee Evens as Vice Chair, and Trustee LeMeur as Secretary. A motion to approve the officers as named was moved by Trustee LeMeur, seconded by Trustee Rees. The motion passed unanimously. The committee listing for the year 2025 was also reviewed.</p> <p>G. Approval of 2025 Board Meeting Schedule- The calendar for the annual board meetings for 2025 was reviewed. A motion to approve the schedule as presented was moved by Trustee Esch, seconded by Trustee Evens. The motion passed unanimously.</p>	
Standing Committees Reports and Recommended Actions		



<u>Finance & Audit Committee</u>	<p>This committee last met on September 20th. With the changes in the information system as well as staffing changes, financials were not prepared in a timely manner for presentation to the finance and audit committee. Kersey and Associates have been working with VP Giambrone to prepare the monthly financials and meetings will be back to the normal schedule beginning in November.</p>	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the July 17, 2024 committee meeting were provided for the board's information. The committee met in October,2. There was a discussion regarding the award of the Strategic Plan RFP to the Alliance for Nonprofit Resources. A motion to approve the price point of \$25, 544 from a contract with the Alliance for Nonprofit Resources was moved by Trustee Brock, seconded by Trustee Evens. The motion was approved unanimously. The update to the budget will be provided at the January 10, 2025 meeting.	
<u>Executive Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for September 5, 2024, were provided for the board's information.2. President's Milestones- The milestones were adjusted as per feedback from the Board to ensure they align with the performance management of the college as well as in support of the Strategic Plan.3. Harrisburg Update-The session will be expiring on November 30, and will begin again in January.	
<u>Academic Affairs Committee</u>	<p>There was no meeting of this committee.</p>	



<u>Ad Hoc Policy Development –</u>	There was no 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 August 21, 2024 meeting were provided for the board's information. This committee will be meeting again in December to discuss the membership for two open seats, as well as the replacement for Trustee Wolfe's seat that she will vacate on December 31, 2024. Trustee Mahon is reaching out to interested parties in Harrisburg for the replacement of his seat.	
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	President Snelick shared information regarding the addition of locations in Kane and Emporium. The vans are in and are being used across the footprint, policies and procedures relating to the vans are in development. Partnerships are being developed with EC3 and Venango Tech Center. An update was provided on the Case conference that President Snelick and Jill Lasecki attended for advancement. Pizza with the President was held at the Warren Hi Ed.	
<u>VPAA/ALO Report</u>	VP Malczyk shared that a new VP liaison from MSCHE was assigned to NPRC. Connie Clifton is the new VP liaison. The changes in the locations and the scoring that will be utilized to assess locations was shared.	
<u>VPESS Report</u>	Enrollment projections were shared. With academic and WFD offerings there have been over 500 students served. The process for spring applications was shared.	
<u>VPFO Report</u>	The report for VP Giambrone is available in the portal for review.	
<u>VPWFD Report</u>	Staff changes in the WFD department were shared. Nicole Zaun has been promoted to Director of WFD, Dawn Hull has been promoted to ADWFD, Rob Mosher was added as ADWFD, Joe Kelly was added as the industrial maintenance instructor, and Tricia Kemp Rhodes was added as the nursing instructor. The CDL	



**NORTHERN
PENNSYLVANIA**
REGIONAL COLLEGE

	range at the Tionesta location was discussed as well as career link updates.	
CEC Collaboration Report	There was no meeting of this committee.	
Advisory Committee	This committee will meet again in February 2025.	
Executive Session		
Adjournment	Chairperson Vicini requested a motion to adjourn at 12:26 p.m., so moved by Trustee LeMeur, seconded by Trustee Brock. The motion passed unanimously.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date