



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

**Board of Trustees Meeting Minutes
January 10, 2025
Northern Pennsylvania Regional College
10:00 a.m.**

Attendees:

Mr. Robert Esch
Mr. Jamie Evens
Mr. Hank LeMeur
Mr. Jamie Evens
Ms. Kat Thompson
Mr. Duane Vicini

Virtual Attendees:

Ms. Heather Evans
Ms. Amy Shields
Ms. Jen Gesing
Dr. Adrienne Dixon
Mr. Aaron Singer
Dr. Kim Rees
Ms. Kate Brock

Administration/Staff:

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

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.	
Public Comment	No comments.	
Meeting Minutes	The meeting minutes from the November 8, 2024, Board of Trustees meeting were presented for approval. Chairperson Vicini requested a motion to approve the November 8, 2024 meeting minutes. Trustee LeMeur so moved, second by Trustee Singer. The motion passed unanimously.	
New Business	A. Oath of Office -Chairperson Vicini swore in Vice Chair Esch as the Chairperson for 2025, Following this, the Chairperson Esch swore in Vice Chair Evens and Secretary LeMeur. The resolution of officers was acknowledged by Chairperson Esch. A motion to approve the resolution with annual meeting changed to regular meeting, was so moved by Vice Chair Evens, seconded by Trustee Thompson. The motion passed unanimously.	



	<p>B. Recognition of Service: Duane Vicini- Chairperson Esch thanked Trustee Vicini for his service to NPRC as Chairperson for 2024. The resolution was read by Chairperson Esch. Trustee Vicini was presented with the resolution and provided comments.</p> <p>C. Conflict of Interest Forms- The policy, roles and responsibilities, and description documents were acknowledged. The forms are available in the board effect packet for completion and should be emailed to Mrs. Shene for Executive Committee review at the February Committee Meeting.</p> <p>D. Consent Agenda- Policies 1005, 2035, 5405 were reviewed. A motion to approve the policies as presented was so moved by Trustee Vicini, seconded by Trustee LeMeur. The motion passed unanimously.</p> <p>E. Tuition Rates 2025-2026- There is no rate change and fees will continue to be waived. A motion to approve the 2025-2026 Tuition and Fees Schedule as presented was so moved by Trustee Evens, and seconded by Trustee LeMeur. The motion passed unanimously. The Resolution to acknowledge the rates by Secretary LeMeur was presented.</p> <p>F. Annual Board Retreat- The desire was to continue to hold the annual meeting in Bennezette. The September date is not feasible with it being peak season. The recommendation by the visitor center was the newly proposed date of October 30 and 31. The date will be moved to October 30-31 for the annual retreat. A motion to move the meeting date was so moved by Trustee Evens, seconded by Trustee Shields. 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. Meeting minutes from the November 22, 2024 committee meeting were provided for the board’s information. Due to the transition to Ellucian and staffing issues, the statements through September have been approved by the committee. The grant structure with PDE was reviewed. The July financials will be added to the motion to approve the monthly statements.2. Monthly Statements- A motion to approve the July 2024, August 2024, and September 2024 financial statements was so moved by Trustee Vicini and seconded by Trustee Shields. The motion passed unanimously.3. Budget to Actual- The budget to actual documents were provided for review.	
<u>Strategic Growth Committee</u>	This committee will meet again on January 15, 2025.	
<u>Executive Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for October 31, 2024 were provided for the board’s information. At last week’s meeting, the main topic of discussion regarded new board membership. The Governance Committee will be reviewing the potential board list and making a recommendation to this committee. There have been strides in replacing the seat Trustee Mahon held from Harrisburg. Justin Leventry was presented to be appointed to the Board of Trustees of NPRC. A motion to approve was so moved by Trustee Brock, seconded by Trustee Le Meur. The motion passed unanimously.	
<u>Academic Affairs Committee</u>	There was no meeting of this committee. An update will be provided on MSCHE Accreditation in the VP Report	
<u>Ad Hoc Policy Development –</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meetings for June 5, 2024 and the August 2, 2024 were provided for the board’s information.	



<p><u>College Advancement Committee</u></p>	<p>1. Meeting minutes from the committee meeting for August 21, 2024 were provided for the board's information. There was a brief discussion regarding the Gala and the goal of board support to make this a successful event.</p>	
<p><u>Governance and Nominating Committee</u></p>	<p>1. The committee minutes from the October 23, 2024 meeting were provided for the board's information.</p>	
<p>Task Force Committee Reports and recommended Actions</p>		
<p><u>President's Report</u></p>	<p>The report is for November and December, the Kane and Emporium locations were discussed. Open houses were held at each location and were very well received. There were meetings with Mansfield to discuss potential collaboration, the culinary program in Wellsboro was discussed, CAPSEA met with NPRC to discuss a facility in Ridgeway, the Center for Rural PA press conference on revitalization was discussed. President Snelick's term on this board was extended for the 2025 year was acknowledged. VP Johnson was accepted in the leadership academy, 25 individuals from across the country are in the program.</p>	
<p><u>VPAA/ALO Report</u></p>	<p>A MSCHE Accreditation update was provided. Currently, writing is being done as part of the self-study. Once complete and the final visit has occurred, full accreditation will be granted. Changes with general study degree were shared. These will be presented to the NPRC BOT AAC. A college and career readiness course is in development, grants for ECE were discussed regarding the agreement with Wilson College. Partnerships with other institutions and other majors are also being pursued.</p>	
<p><u>VPESS Report</u></p>	<p>The updates on enrollment were provided, Spring 2025: degree seeking is 102, DE is 36, 14 guest students, 6 personal enrichment, 158 total academic students. 815 individuals served. Remote options have a strong impact on increased enrollment, there are 9 active in-person locations this spring. The focus will be on retention. These updated numbers will be sent via email following the regular meeting adjournment. Demographics of the current student body were also discussed.</p>	



<u>VPFO Report</u>	Software projects are still underway and updates on those were provided. A financial statement option will be available in Ellucian that will be utilized moving forward. The registrar office is fully implemented at this point. Data insights is a reporting tool that is the biggest challenge at this time. Meetings with consultants is difficult, but work is being done to improve use. Empower will be entirely sun-setted by March 2025. Staff will be attending training for project management. IT reports were shared. Facilities are ready for the start of the semester. New HR staff, Morgan Lupole, she began last month. The new employee performance process is going well. The Audit for 2024 is nearly complete. Draft financials are complete. PDE grant received in December. The budgeting process has begun, tools from Ellucian will be utilized.	
<u>VPWFD Report</u>	More data is begin provided with the new software which assists with decision-making. Public offering classes enrollments were shared. 2023-24 was 600, nearly at that number this year at 50% completion. The nurse instructor position is open, staff with collaborating companies is being investigated to teach the nurse aid program. Suggestions were made on potential areas to assist with filling this role. Details of this position will be shared with the BOT. Career Link office partnership expansion was shared. Public safety remains busy. Culinary bootcamp begins on January 13. Several cohorts in apprenticeships are underway. Meetings with work force solutions with teacher apprenticeships.	
CEC Collaboration Report	There was no meeting of this committee.	
Advisory Committee	This committee will meet again in February 19, 2025 at 8:30 a.m. This will be a virtual-only meeting.	
Executive Session		
Adjournment	Chairperson Esch requested a motion to adjourn at 11:57 a.m., so moved by Trustee Evens, seconded by Trustee Vicini. The motion passed unanimously.	

Respectfully submitted by: Andrea Shene



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Hank LeMeur, Secretary of the Board

Date