



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

**Board of Trustees Meeting Minutes
April 11, 2025
Northern Pennsylvania Regional College
9:00 a.m.**

Attendees:

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

Virtual Attendees:

Ms. Kat Thompson
Ms. Amy Shields
Ms. Jen Gesing
Dr. Adrienne Dixon
Mr. Aaron Singer
Mr. Justin Leventry

Administration/Staff:

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

Absent:

Ms. Heather Evans

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Esch called the meeting to order at 9:35 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 March 14, 2025, Board of Trustees meeting were presented for approval. Chairperson Esch requested a motion to approve the March 14, 2025 meeting minutes. Trustee Brock so moved, second by Trustee Evens. The motion passed unanimously.	
New Business	A. ANR Presentation- The SWOT Analysis was shared with data from focus groups and surveys over the last month. The mission and vision statements were also reviewed. A workshop to develop a mission and vision statement will be held on April 25, 2025. The environmental scan will be shared as well. Next steps were then discussed.	



	<p>B. 2025-2026 Operating Budget- Income and expense comparisons to the 2024-2025 Operating Budget were discussed. Chairperson Esch requested a motion to approve the 2025-2026 Operating Budget as presented, so moved by Trustee Evens, seconded by Trustee Shields. The motion was approved unanimously.</p> <p>C. Approval of New Board Membership- Resolutions to approve both candidates were shared. Chairperson Esch requested a motion to approve both Ryan Betts and Jessica Herzing to be sworn in at the June 13, 2025 meeting as Trustees for Northern Pennsylvania Regional College so moved by Trustee Vicini and seconded by Trustee LeMeur. The motion passed unanimously.</p> <p>1.Ryan Betts</p> <p>2.Jessica Herzing</p> <p>D. Consent Agenda- Policies 3045, 3050, 3055, 3320, 3510, and 5035 were reviewed. Policy 2902 was reviewed to be rescinded with the context of the policy being covered by policies 1210 and 1205. A motion to approve the policies as presented was so moved by Trustee Rees, seconded by Trustee Evens. The motion passed unanimously.</p> <p>E. Commencement Update- Commencement is being held at Enchanted Beginnings on May 17, 2025. A pivot to a new commencement speaker will take place. There was a discussion regarding the change and the reasoning behind the pivot.</p> <p>F. President's Review-This will be discussed in Executive Session.</p> <p>G. 2023 990- This is the report prepared by Freed Maxick for formal filing. Chairperson Esch requested a motion to approve the 990 as presented. So moved by Trustee Shields and seconded by Trustee Evens. The motion passed unanimously.</p>	
Standing Committees Reports and Recommended Actions		



<u>Finance & Audit Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the February 28, 2025 committee meeting was provided for the board's information. In the January financials, it was noted that the largest change on the balance sheet are the vans and the GASB changes. Credit and WFD revenue are up, and salary expenses and fringes are also up from 2024.2. Monthly Statements- A motion to approve the January 2025 financial statements was so moved by Trustee Brock and seconded by Trustee Rees. The motion passed unanimously.3. PDE Investments- The discussion regarding the ability to invest PDE funds in low-risk investments to accrue interest was discussed. A change will be made to the investment policy to allow for investment and will be brought to the board for approval. Chairperson Esch requested a motion to approve the investment of PDE funds was so moved by Trustee Brock and seconded by Trustee Evens. The motion passed unanimously.	
<u>Strategic Growth Committee</u>	This committee will meet again on April 16, 2025.	
<u>Executive Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for February , 2025 were provided for the board's information.	
<u>Academic Affairs Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meetings for September 24, 2024 and February 28, 2025 were provided for the board's information. Policies in the consent agenda were approved, academic programs reviews were approved as well.2. Academic Program Reviews- The highlights of these reports will be shred in the VPA report.	



<u>Ad Hoc Policy Development –</u>	A meeting was not held since the last meeting, and an email vote to approve policy was completed.	
<u>College Advancement Committee</u>	1. Gala Recap- The event was very successful. Over \$14,000 in funds were realized in sponsorship and auction. Expenses will be expensed to PDE funds to allow for monies to remain in student scholarships.	
<u>Governance and Nominating Committee</u>	1. The committee minutes from the February 6, 2025 meeting were provided for the board's information. New board membership was discussed as well as the new Alumni Advisory group.	
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	The ANR focus groups were highlighted, and the presentation at the Red Fern for Women's Event was discussed. President Snelick shared that she was invited to be a judge at the What's So Cool About Manufacturing event. Outreach to the PA Senators' chief of staff to be prioritized at their meetings with the Governor's office has begun with the assistance of Trustee Leventry. Legislative meetings will be scheduled in May. Connections with the State Board of Higher Education have been established with Carrie Amman, the new Chief of Staff for post-secondary education. The health and wellness initiative were shared. An update on the Clearfield Lock Haven Campus meeting yesterday was shared. Meeting with Warren Foundation to discuss scholarships for nontraditional students.	
<u>VPAA/ALO Report</u>	An accreditation update was shared. The team chair, Dr. Midcap, will visit on May 29, 2025. A team visit will be October 12-15, 2025. A draft of the self-study will be shared with the board when completed, May 15, 2025. The commissioners will meet on March 26, 2026, to finalize accreditation. Highlights from the Academic Program Reviews are Lib Studies- articulation agreements growth, career and college success course beginning, streamlined degree for more elective credits. Criminal Justice- several hands-on activities, and asynchronous offerings. ECE- Grow cohorts for paras. Soc Sci- grow articulation agreements, 12 credit certificate in	



	child and youth services. Bus Admin- Skill sets recognized as certificates, convert courses to OER. A new format to simplify the process will be coming in the future.	
<u>VPES Report</u>	Summer enrollment had 38 registrations, and for fall, 46 registered. New billboards were shared, 26v across the region. Remake learning days collaboration was shared. Dannielle Fickenworth provided a PowerPoint presentation regarding assessment, compliance, and student-centered services.	
<u>VPFO Report</u>	End of Lease in Erie was shared. Annual Performance Review is taking place. Currently waiting on PDE signatures. An assets comparison chart was shared.	
<u>VPWFD Report</u>	Month-over-month enrollments were shared. Just under 900 for the fiscal year. The CNA program is fully staffed, and the first cohort will begin in May. The new industrial maintenance instructor is in training with Frank Oconnell. The culinary boot camp video was shared. The wastewater cohort will begin on May 6, interest has grown with the new virtual option. EMR in Bradford County to begin. July 7: large cohort in EMT connecting multiple locations virtually with hands-on instructors for proficiencies is beginning. Apprenticeships are running successfully.	
CEC Collaboration Report		
Advisory Committee		
Executive Session	Chairperson Esch requested a motion to enter Executive Session to discuss the Annual President's Review. So moved by Trustee Vicini and seconded by Trustee Evens. Executive Session was entered at 11:26 a.m. and ended at 12:00 p.m.	
Adjournment	Chairperson Esch requested a motion to adjourn at 12:01 p.m. so moved by Trustee Vicini. The motion passed unanimously.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date