



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

**Board of Trustees Meeting Minutes
March 14, 2025
Northern Pennsylvania Regional College
10:00 a.m.**

Attendees:

Mr. Robert Esch
Mr. Jamie Evens
Mr. Justin Leventry
Mr. Duane Vicini
Ms. Kate Brock
Dr. Kim Rees

Virtual Attendees:

Ms. Kat Thomson
Ms. Amy Shields
Ms. Jen Gesing
Dr. Adrienne Dixon
Mr. Aaron Singer

Administration/Staff:

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

Absent:

Mr. Hank LeMeur
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 January 10, 2025, Board of Trustees meeting were presented for approval. Chairperson Esch requested a motion to approve the January 10, 2025 meeting minutes. Trustee Vicini so moved, second by Trustee Evens. The motion passed unanimously.	
New Business	<p>A. Oath of Office-Chairperson Esch read the resolution recognizing Trustee Leventry. Following the resolution, Trustee was sworn in by Chairperson Esch.</p> <p>B. 2023-2024 Audit- Chairperson Esch requested a motion to approve the audit as presented, so moved by Trustee Evens, seconded by Trustee Rees. The motion was approved unanimously.</p>	



	<p>C. Consent Agenda- Policies 1050, 2106, 2310, 2905, 3015, 3030, 3300, 3700, 6000, 7420, 9100, 9140 were reviewed. Policy 2907 was reviewed to be rescinded with the approval of policy 5010. A motion to approve the policies as presented was so moved by Trustee Vicini, seconded by Trustee Brock. 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 January 3, 2025 and January 24, 2025 committee meetings were provided for the board's information. There are no outliers for the income and expenses for October, November, or December, as outlined in the monthly statements. There are still some reporting issues with the transfer to GASB. It was shared that the 2023-2024 PDE grant is now being expensed.2. Monthly Statements- A motion to approve the October 2024, November 2024, and December 2024 financial statements was so moved by Trustee Brock and seconded by Trustee Evens. The motion passed unanimously.3. The budget for 2025-2026 will be presented at the April 11, 2025, monthly meeting. Changes in the manner in which the data was presented will be adjusted for the next BOT F&A committee meeting for approval.	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the October 29, 2024 meeting were presented for the board's information. The progress of the Strategic Plan was discussed. The recent challenges in Clearfield and Jefferson counties with the announcement of the potential closure of Penn State DuBois were discussed. President Snelick will be attending a meeting and will have an opportunity to discuss potential partnerships with the commissioners, particularly in WFD offerings.	



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<u>Executive Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for January 2, 2025 were provided for the board's information. The Governance Committee will be adding Trustee Leventry to the committee membership. The conflict-of-interest forms were reviewed for potential conflicts. It was noted that currently Trustee Brock, as receiving monetary compensation as the Executive Director of the Elk/Cameron CEC, Kim Rees, as receiving compensation as a NPRC location, and Kat Thompson, as the Membership and Education Manager for the Venango Chamber, which NPRC is a member of, being the only conflicts. Chairperson Esch requested a motion to recognize these conflicts, so moved by Trustee Evens, and seconded by Trustee Vicini. The motion passed with Trustees Brock, Rees, and Thomspen abstaining from the vote.	
<u>Academic Affairs Committee</u>	The committee was not able to convene with a quorum at the last meeting, therefore, all policies for this meeting were approved unanimously by email vote. A meeting is scheduled for March 27, 2025, to approve the policy and the Academic Program Reviews.	
<u>Ad Hoc Policy Development –</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for January 3, 2025, was provided for the board's information. The consent agenda reflects the committee's work at that meeting.	
<u>College Advancement Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for November 20, 2024 were provided for the board's information. There was a brief discussion regarding the Gala and the work being completed to establish a foundation.	
<u>Governance and Nominating Committee</u>	<ol style="list-style-type: none">1. The committee minutes from the December 18, 2024 meeting were provided for the board's information. The Alumni Advisory Board was discussed. The goal is to provide the full board with the membership and charge for this group to provide approval for the establishment of this group.	
Task Force Committee Reports		



and recommended Actions		
<u>President's Report</u>	President Snelick extended thanks for the overwhelming support of the board in the planning of the Denim and Diamonds event scheduled for March, 29, 2025 at Cable Hollow. An update was provided for the planning of the strategic plan with ANR. Updates were provided for the new locations at Kane and Emporium. A presentation was provided regarding the current changes at D.O.E. with the latest executive orders.	
<u>VPAA/ALO Report</u>	A MSCHE Accreditation update was provided. A site visit will be completed by the team chair in May, the full team in the fall. Candidacy will be voted on by MSCHE at their March 26, 2026 meeting. Jelanie Ellis was hired as a new institutional designer. Currently a grant for dual enrollment is being pursued. Changes with asynchronous learning were shared. There are ongoing discussions with Penn West regarding an articulation agreement. CCR110- College Career Readiness, was discussed.	
<u>VPES Report</u>	The updates on enrollment were provided, Spring 2025: A census number of 149 total academic students was reported. 849 individuals served. Carla Cummings and Monica Scholder provided a PowerPoint presentation to the board regarding the student services and disability services departments. Highlights include student success workshops, continuing education for the advising staff, an engagement newsletter, and student admittance boxes with NPRC "bling".	
<u>VPFO Report</u>	Updates were provided regarding softdocs and Ellucian. The lease for the West Ridge location will be terminated beginning October 1, 2025. Construction on the third floor at the Warren Administrative Office will begin soon, with a completion date anticipated for October 1, 2025. NPRC is committed to \$23,000 in improvements related to the project. The audit for fiscal year 2023-24 is complete, PDE application for 2024-25 was submitted in February 2025.	
<u>VPWFD Report</u>	Staffing updates include the split of the Director of WFD between two current staff members, Nicole Zaun, and Rob Mosher. There are current openings for the Instructor of Industrial Technology and Instructor of Urse Aid. Updates on offerings were provided. Customized training and apprenticeship programs were discussed. A	



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	comprehensive report on the current EMT program was provided.	
CEC Collaboration Report	The meeting on February 7, 2025 was discussed. Highlights include the sharing of community surveys completed by the CECs. Based on these surveys areas of collaboration with the CECs and NPRC were discussed.	
Advisory Committee	This committee met on February 19, 2025 with ANR, who conducted a Focus Group for the development of the Strategic Plan.	
Executive Session		
Adjournment	Prior to adjournment, with the recent passing of Trustee Emeritus Mary Jo White, her commitment to the founding of NPRC and her tireless work to ensure the success of NPRC was recognized. She will be missed by all those who have had the distinct pleasure of sharing in this very important work. Chairperson Esch made a motion to adjourn at 11:39 a.m., seconded by Trustee Vicini. The motion passed unanimously.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date