



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

**Board of Trustees Meeting Minutes
June 13, 2025
Northern Pennsylvania Regional College
9:00 a.m.**

Attendees:

Mr. Robert Esch
Mr. Jamie Evens
Mr. Ryan Betts
Mr. Duane Vicini
Ms. Jessica Herzing
Mr. Hank LeMeur

Virtual Attendees:

Ms. Kat Thomson
Ms. Amy Shields
Mr. Justin Leventry
Dr. Adrienne Dixon

Administration/Staff:

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

Absent:

Ms. Kate Brock
Ms. Heather Evans
President Susan Snelick
Ms. Jen Gesing
Mr. Aaron Singer
Dr. Kim Rees

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Esch called the meeting to order at 10:01 a.m.	
Roll Call	Mrs. Shene completed the roll call. A meeting quorum was in attendance. Introductions were made prior to the beginning of the new business.	
Public Comment	No comments.	
Meeting Minutes	The meeting minutes from the April 11, 2025, Board of Trustees meeting were presented for approval. Chairperson Esch requested a motion to approve the April 11, 2025 meeting minutes. Trustee Vicini so moved, second by Trustee Evens. The motion passed unanimously.	
New Business	<p>A. New Membership Ryan Betts and Jessica Hersing were sworn in by Chairperson Esch.</p> <p>B. Strategic Plan- The mission, vision, and value statements were reviewed. The pillars of the Strategic Plan were then reviewed. A motion to approve the Strategic Plan provided to allow staff to develop strategies and KPIs to meet the</p>	



	<p>goals outlined in the pillars of the Strategic Plan. staff to Evens, Shields.</p> <p>C. Consent Agenda- Policy 2112 was requested to be pulled from the consent agenda for discussion. A motion to approve the other policies as presented was so moved by Trustee LeMeur, seconded by Trustee Vicini. The motion passed unanimously. Policy 2112 conversation included concerns on how the employee files a grievance. This information is included in the procedure and was shared with the board. A motion to approve policy 2112 as presented was so moved by Trustee Evens and seconded by Trustee LeMeur. The motion passed unanimously.</p> <p>D. Retreat Update- A reminder that this year's BOT retreat will be held in Elk County on Thursday, October 30th and Friday, October 31st. Thursday's meeting will be held at the Elk County Alliance Clemens Outdoor Classroom and Event Center, and the meeting on Friday, will be held at the St Marys CEC.</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. The venue information was shared, and only three graduates chose to walk. The speakers were discussed, as well as BOT attendance, specifically Trustee Thompson for her attendance following running a half marathon.</p>	
Standing Committees Reports and Recommended Actions		



<u>Finance & Audit Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the March and April, 2025 committee meeting were provided for the board's information. PDE allocations were discussed.2. Monthly Statements- A motion to approve the February and March 2025 financial statements was so moved by Trustee LeMeur and seconded by Trustee Evens. The motion passed unanimously.3. Erie Location and NPRC Equipment- This committee approved the agreement to gift equipment to EC3 following the determination that the agreed-upon space is unfit for use. PDE will be consulted for this to occur properly. New space in Erie will be researched. An inventory is being conducted to determine what equipment can be used by Trustee Brock in Elcam. Once PDE general services are approved, the board will approve the transition of the equipment. A motion of approval was so moved by Trustee LeMeur, seconded by Trustee Vicini. 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 April and May, 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 shared in the VPA report.	



<u>Ad Hoc Policy Development –</u>	1. The meeting minutes from the March 5, 2025 meeting were provided for approval.	
<u>College Advancement Committee</u>	1. The meeting minutes from the March 5, 2025 meeting were shared for review. The committee met on June 9, the gala was discussed, and BOT giving will be tied to the gala for this year. There was a discussion on foundation establishment.	
<u>Governance and Nominating Committee</u>	1. The committee minutes from the March 18, 2025 meeting were provided for the board's information. Meeting on May 28 th to discuss the retreat and membership.	
Task Force Committee Reports and recommended Actions		
<u>President's Report</u>	Legislative visits were discussed. The s] discussion with Clearfield and the PSU DuBois closure, the Annual Report, and the desire for an honor for Sen Mary JO White was discussed. The COS for Sen. White and Sen Scarnati to be consulted as well if possible.	
<u>VPAA/ALO Report</u>	An accreditation update was shared. On May 15, Dr. Midcap's visit was shared. The timeline of the next visit was shared, Oct 12-14. DE grant was shared. Academic Staff re-alignment to support the new DE grant as well as recruitment and enrollment initiatives. A demo of the asynchronous classes will be shared at the next BOT meeting.	
<u>VPESS Report</u>	Enrollment and retention numbers were shared. There has been a shift in the ESS team; several individuals will be under the WFD division moving forward. Recruitment efforts were shared. Marketing updates were provided. A Title IV update was provided.	
<u>VPFO Report</u>	Software product updates were provided. A data analyst will begin on Monday, June 16, 2025. End-of-year planning has begun with Ellucian. The app for NPRC will be launched, the pilot is underway. Erie office furniture move has begun and will be used in Warren. Lori Sabatose's leave was shared. The annual performance review is complete. Data was shared. The budget amount for these adjustments were under budget. Open	



	enrollment is underway. Workers' Comp renewals are also underway. The deposit account update was provided.	
<u>VPWFD Report</u>	Non-customized enrollments were shared. Total enrollments were also shared. The organizational staff changes were shared. The ambassador program was shared and will be built out by the community development team. Apprenticeship and pre-apprenticeship information was shared. German Chamber meeting in St Marys was shared. The CNA program begins on Monday. EMS is a strong program and continues to run full programs.	
CEC Collaboration Report	The minutes from the May 2025 meeting were shared for review.	
Advisory Committee	This committee will meet in November 2025	
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 12:14 p.m. and ended at 1:01 p.m.	
Adjournment	Chairperson Esch requested a motion to adjourn at 1:01 p.m. so moved by Trustee Vicini. The motion passed unanimously.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date