



Board of Trustees Meeting Minutes
August 8, 2025
Corry CEC, Corry PA
10:00 a.m.

Attendees:

Mr. Robert Esch
 Ms. Kate Brock
 Mr. Hank LeMeur
 Mr. Duane Vicini

Virtual Attendees:

Ms. Kat Thomson
 Ms. Jessica Herzing
 Ms. Amy Shields
 Mr. Justin Leventry
 Dr. Kim Rees
 Mr. Jamie Evens
 Mr. Ryan Betts

Administration/Staff:

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

Absent:

Dr. Adrienne Dixon
 Mr. Aaron Singer
 Ms. Heather Evans
 Ms. Jen Gesing

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Esch called the meeting to order at 10:03 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 June 13, 2025, Board of Trustees meeting were presented for approval. Chairperson Esch requested a motion to approve the June 13, 2025 meeting minutes. Trustee Brock so moved, second by Trustee Betts. The motion passed unanimously.	
New Business	A. Asynchronous Learning Demo -VP Malczyk provided a demo of the asynchronous learning model focusing on the features in the design of these courses. The course assessment rubric was also discussed. The instructional design team was discussed, including the instructor, instructional designer, and a subject matter	



	<p>expert. Rights to courses are owned by NPRC, and the possibility of copyrighting was discussed.</p> <p>B. Consent Agenda- Policies 1020, 5705, 5715, 5720, 6005, 6010, 6015, 6020, 6305, 6315, 6320, 8415, 8420, and 8520 were provided for approval. A motion to approve all policies as presented was requested by Chairperson Esch, so moved by Trustee Evens, and seconded by Trustee Thompson. The motion passed unanimously.</p> <p>C. BOT Self-Assessment-The survey will be sent following the next monthly meeting, Friday, September 12, 2025. The survey will be available for completion for two weeks. At the close of the survey, the results will be reviewed, and the assessment tool will be completed. It will be presented to the board at the Annual Retreat on Friday, October 31st to complete the goal setting portion of the assessment.</p>	
Standing Committees Reports and Recommended Actions		
<u>Finance & Audit Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the June 6, 2025 committee meeting were provided for the board's information. Highlights from the July committee meeting were discussed, including the budget to actual sheet and tuition from academics and WFD. PDE operating out of 23-24 bucket.2. Monthly Statements- A motion to approve the April, May, and June 2025 financial statements was so moved by Trustee LeMeur and seconded by Trustee Vicini. The motion passed unanimously.	



<u>Strategic Growth Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the March 2025 committee meeting were provided for the board's information. At the last meeting in August, the focus on institutional losses in Clearfield County was the focus regarding how NPRC can partner to fill any gaps with residents. A substantive change with MSCHE would be necessary if there is an interest in adding the county to NPRC's footprint. Potentially, Jefferson County could be included as well. A discussion related to forestry and wildlife management with a tie to Clearfield should be considered as the next option would be for those students to attend in Altoona, which would pull residents out of the area.	
<u>Executive Committee</u>	<ol style="list-style-type: none">1. Meeting minutes from the committee meeting for the June, 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 March, 2025 were provided for the board's information.2. Horticulture and CAD certs- Horticulture grew from the Venango CTC partnership. It includes an entrepreneurship course as well. The CAD program will run at Corry to begin but will grow to be offered across the footprint.	
<u>Ad Hoc Policy Development –</u>	<ol style="list-style-type: none">1. The meeting minutes from the , 2025 meeting were provided for approval. Policies presented today were approved at the last meeting on August 4th.	
<u>College Advancement Committee</u>	<ol style="list-style-type: none">1. This committee will meet again on August 20, 2025 at 1:00 p.m.	
<u>Governance and Nominating Committee</u>	<ol style="list-style-type: none">1. The committee minutes from the May 20, 2025 meeting were provided for the board's information. A meeting in July included a discussion on the alumni advisory board, retreat, and potential new membership. All Trustees were encouraged to share thoughts on individuals to consider for membership with the committee.	



Task Force Committee Reports and Recommended Actions		
<u>President's Report</u>	A visit with PDE was discussed. There was great interest from an academic and WFD perspective, opportunity for next steps was established. A national grant regarding middle credentials (credentials below a BS/BA) was discussed; the present grant has established counties, but our footprint could be considered in the future. The podcast with Sen Dush was recorded last week, information on when it will be broadcast will be shared. RCCA board in partnering on a wage survey for rural community colleges. ACCT, as part of RCCA, was present at the meeting and will work in partnership as much as possible. The goal is to announce the survey for this project at the conference in September.	
<u>VPAA/ALO Report</u>	Accreditation update included a submission of the self-study on August 28, 2025. October full visit was discussed, and the sample agenda was reviewed. Dual enrollment was discussed.	
<u>VPES Report</u>	Enrollment numbers were shared for the past academic year as well as for fall 2025 and year-over-year comparisons. Marketing updates were discussed.	
<u>VPFO Report</u>	Simplicity software was discussed. The data pool will be completed by December. Ellucian updates with financial aid were discussed. Financials have begun to be generated within the finance department. Bob Rice is the new assistant director of facilities. 3 rd floor renovation is underway, furniture from Erie will be used to furnish this floor. The building I in Erie is empty, all equipment has been transferred to EC3 or the new training center in Erie on Peninsula Drive. Advertising will be added to the Warren Administrative Center. HR update was discussed. The audit is underway. The 24-25 grant from PDE will be utilized beginning at the end of August.	
<u>VPWFD Report</u>	Enrollments were shared. The community development department was discussed, and work by this group was shared. Apprenticeships and customized trainings continue to grow. OSHA 10 training in high schools has begun. Collins Hardwood class is being developed for supervisory. Changes to EMS program were discussed. Fire training was discussed. Ed2Go training was discussed. CDL changes were discussed, Erie closed, and	



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	PA Pride is interested in partnering for an expedited offering.	
CEC Collaboration Report	The group will meet on Monday, August 11, 2025.	
Advisory Committee		
Executive Session	Chairperson Esch requested a motion to enter Executive Session. So moved by Trustee Brock and seconded by Trustee LeMeur. Executive Session entered at 11:45 a.m. and ended at 12:09 p.m.	
Adjournment	Chairperson Esch requested a motion to adjourn at 12:09 p.m. so moved by Trustee Brock, seconded by Trustee LeMeur. The motion passed unanimously.	

Respectfully submitted by: Andrea Shene

Hank LeMeur, Secretary of the Board

Date