



**Board of Trustees Meeting Minutes  
June 14, 2024  
Northern Pennsylvania Regional College  
10:00 a.m.**

**Attendees:**

Mr. Robert Esch  
Mr. Hank LeMeur  
Mr. Duane Vicini

**Virtual Attendees:**

Ms. Holli Wolfe  
Ms. Amy Shields  
Ms. Amanda Hetrick  
Mr. Jamie Evens  
Mr. Greg Mahon  
Krista Dawson\*  
Tom Walenchok\*  
Colten Vollmer

**Administration/Staff:**

President Susan Snelick  
VP Jen Cummings-Tutmaher  
VP Adam Johnson  
Mrs. Andrea Shene  
Ms. Leigh Anne Kraemer-Naser

**Absent:**

Ms. Kate Brock  
Ms. Heather Evans  
Ms. Jen Gesing  
Dr. Adrienne Dixon  
Dr. Kim Rees

\*Baker Tilly

<b>Agenda Item</b>	<b>Discussion/Action</b>	<b>Follow-up Action Items</b>
<b>Call to Order</b>	Chairperson Vicini called the meeting to order at 10:00 a.m.	
<b>Roll Call</b>	Mrs. Shene completed the roll call. A meeting quorum was in attendance.	
<b>Public Comment</b>	No comments.	
<b>Meeting Minutes</b>	The meeting minutes from the April 12, 2024, Board of Trustees meeting were presented for approval. Chairperson Vicini requested a motion to approve the April 12, 2024 meeting minutes. Trustee Esch so moved, second by Trustee LeMeur. The motion passed unanimously.	
<b>New Business</b>	<p><b>A. Audit-</b> Tom Walenchok and Krista Dawson with Baker Tilly presented the audit for 2022-2023. The presentation was provided at the May 31 Finance and Audit committee meeting as well. A motion to approve the audit was so moved by Trustee LeMeur and seconded by Trustee Hetrick. The motion passed unanimously.</p> <p><b>B. Workforce Development Student Presentation-</b> Colten Vollmer discussed his experience with the industrial maintenance apprenticeship. Points of</p>	



	<p>emphasis include his daily schedule with Frank Oconnell and specialized training.</p> <p><b>C. Consent Agenda-</b> Several policies were presented for approval including 1045: College ID, Library Cards, 1065: Whistleblower, 1310: Policy Development and Review, 2110: Employee Code of Conduct, 2120: Corrective Action, 2125: Employee Performance Development, 5010: Information Security, 7410: Brand Usage, 7415: Marketing Advertising and Promotional Materials, 8005: Standards of Academic Progress, 8300: Return to Title IV Funds, 8420: Assessment, Payment, and Adjustment of Workforce Development Tuition and Fees, 9040: Education Rights and Privacy. A motion to approve all policies as presented was so moved by Trustee Shields, seconded by Trustee Hetrick. The motion passed unanimously.</p> <p><b>D. BOT Annual Giving-</b>Trustee LeMeur shared the participation rates from last year of 75%. He noted that the goal for this year is 100% and that these rates are helpful when meeting with legislators and advancement activities.</p> <p><b>E. Cancellation of the July 12, 2024 Meeting-</b> A motion to cancellation the meeting for July 12, 2024 was so moved by Trustee Hetrick and seconded by Trustee Esch. The motion passed unanimously. Mrs. Shene will place the legal notice of the cancellation of this meeting.</p> <p><b>F. Viewpoint Gala-</b>The Gala will be held October 12, 2024 at Cabel Hollow Golf Course. There will be a VIP viewing of the Viewpoint video as well as an auction, and dinner.</p>	
<p><b>Standing Committees Reports and Recommended Actions</b></p>		



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<u>Finance &amp; Audit Committee</u>	<ol style="list-style-type: none"><li>1. Committee meeting minutes from the April 1, 2024 and May 7, 2024 meetings were provided for the board's information.</li><li>2. Financial Statements –Chairperson Vicini requested a motion to approve the April financials, so moved by Trustee LeMeur, seconded by Trustee Shields. The motion passed unanimously.</li><li>3. Narrative and Budget Report- Provided narrative document as of April 2024 and budget to actual as of April 2024.</li></ol>	
<u>Strategic Growth Committee</u>	<ol style="list-style-type: none"><li>1. The committee minutes from the January 17, 2024 meeting were provided for the board's information. At the last meeting there was information provided regarding the runways dual enrollment program.</li></ol>	
<u>Executive Committee</u>	<ol style="list-style-type: none"><li>1. Meeting minutes from the committee meeting for April 4, 2024, were provided for the board's information. The next scheduled meeting is July 4, an email will be sent to the committee to reschedule. A MSCHE visit update was provided.</li><li>2. Harrisburg Update- An update was provided on the Grow PA proposal. It was noted that work on the budget continues.</li></ol>	
<u>Academic Affairs Committee</u>	There has not been a meeting of this committee since the last meeting.	
<u>Ad Hoc Policy Development –</u>	Several policies in the consent agenda were approved at the last meeting of this committee.	
<u>College Advancement Committee</u>	<ol style="list-style-type: none"><li>1. The committee minutes from the February 21, 2024 meeting were provided for the board's information.</li></ol>	



<p><u>Governance and Nominating Committee</u></p>	<ol style="list-style-type: none"> <li>1. The committee minutes from the March 28, 2004 meeting were provided for the board's information.</li> <li>2. New membership was discussed. Two candidates are being considered, the goal is to bring those individuals forward to the August 9, 2024 meeting for approval.</li> <li>3. The board retreat will be held in Tionesta, Forest Conty on September 26<sup>th</sup> and 27<sup>th</sup>. More details will be provided once confirmed.</li> <li>4. Committee Charge- The charge for this committee was presented for review. A motion to approve the committee charge as presented was so moved by Trustee Mahon, seconded by Trustee LeMeur. The motion passed unanimously.</li> </ol>	
<p><b>Task Force Committee Reports and recommended Actions</b></p>		
<p><u>President's Report</u></p>	<p>President Snelick provided updates from her Harrisburg visits, her meeting with President Rivera of Thaddeus Stevens, and the CCA conference she recently attended. An update was provided on the VPAA search and the recent Commencement ceremony.</p>	
<p><u>VPAA/ALO Report</u></p>	<p>Information was provided on the self-study design visit with MSCHE, the hiring of two new FT faculty members- Suzie Smith-Business, and Nick Haight-Mathematics, the approval as an Act 48 provider, and the Runways dual enrollment program.</p>	
<p><u>VPESS Report</u></p>	<p>A report on the restructuring with staff to support outreach and enrollment- marketing and recruitment will be directed by Abbi, recruitment efforts were shared as well as enrollment numbers.</p>	
<p><u>VPFO Report</u></p>	<p>Updates were provided on the Ellucian rollout, the finance component will go live in July.</p>	
<p><u>VPWFD Report</u></p>	<p>Updates were provided on customized trainings, the apprenticeship partnerships, the NTLEIG partnership, CDL programming, the nurse aid program in conjunction</p>	



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	with Pitt- Titusville, and the culinary boot camp in Tioga County.	
CEC Collaboration Report	This committee minutes from the May 13, 2024 meeting was provided for the board's information.	
Advisory Committee	This committee will meet again in September 2024.	
<b>Executive Session</b>		
<b>Adjournment</b>	Chairperson Vicini requested a motion to adjourn at 12:15 p.m., so moved by Trustee Esch, seconded by Trustee LeMeur. The motion passed unanimously.	

*Respectfully submitted by:* Andrea Shene

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Hank LeMeur, Secretary of the Board

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Date