Board of Trustees Meeting Minutes
October 31, 2025
Elk Cameron CEC, St Marys PA
9:00 a.m.

Attendees:
Mr. Robert Esch
Ms. Kate Brock
Mr. Hank LeMeur
Mr. Duane Vicini
Ms. Jessica Herzing
Ms. Heather Evans
Dr. Kim Rees
Mr. Ryan Betts
Mr. Jamie Evens
Mr. Justin Leventry
Ms. Amy Shields
Ms. Alyce Busch

Virtual Attendees:
Ms. Kat Thomson
Ms. Jen Gesing

Students:
Nikki Hall
Hillary Truitt
Amanda Conklin

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

Agenda Item	Discussion/Action	Follow-up Action Items
Call to Order	Chairperson Esch called the meeting to order at 9:05 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 September 12, 2025, Board of Trustees meeting were presented for approval. Chairperson Esch requested a motion to approve the September 12, 2025 meeting minutes. Trustee Vicini so moved, second by Trustee LeMeur. The motion passed unanimously.	
New Business	A. **Break Out Sessions-** Before the breakout sessions began, the results for the board survey were reviewed so they could be added to the breakout discussion. Breakout sessions began at 9:30 and ended at 10:15 with a share out of the highlights from each of the three groups. Action items from discussion will be shared at the January 2026 BOT meeting.	

	B. Approval of New Board Membership-Both members were approved for the NPRC BOT following the reading of the resolution for each by Chairperson Esch. 1. **Alyce Busch-** So moved by Trustee Vicini, seconded by Trustee Shields. The motion passed unanimously. 2. **Scott Olewine-** So moved by Trustee Brock, seconded by Trustee Vincini. The motion passed unanimously. **C. Recognition of Service-** Three Trustees have ended their terms as NPRC BOT effective December 31, 2025. Resolutions for each Trustee were read by Chairperson Esch. 1. **Adrienne Dixon-** So moved by Trustee LeMeur, seconded by Trustee Shields. The motion passed unanimously. 2. **Kate Brock-** So moved by Trustee Evens, seconded by Trustee Vicini. The motion passed unanimously. 3. **Hank LeMeur-** So moved by Trustee Evens, seconded by Trustee Betts. The motion passed unanimously. **D. Consent Agneda-** NPRC 1030: Planning, Budget and Improvement Assessment, NPRC 4010: Workforce Instructor Code of Conduct, and NPRC 6310: College Issued Credit Cards were presented for approval. Chairperson Esch requested a motion to approve the policies as presented. So moved by Trustee Brock and seconded by Trustee Herzing. The motion passed the motion unanimously. **E. Approval of 2026 BOT Monthly Meeting Calendar-**The calendar was presented by Chairperson Esch, with September 10-11 for the Annual Retreat with Crawford County being the county to host, so moved by Trustee Brock, seconded by Trustee Leventry. The motion was approved unanimously. **F. BOT Self-Assessment-** The board assessment was reviewed in depth before the breakout session. The goals for next year were determined from the feedback following the report outs from the breakout sessions.	

NORTHERN PENNSYLVANIA REGIONAL COLLEGE

	G. Student Roundtable- Three students including alumni were available for a roundtable discussion with the Trustees. The students shared their experiences with NPRC, and the Trustees had an opportunity to ask questions regarding their experiences.	
Standing Committees Reports and Recommended Actions		
Finance & Audit Committee	1. Meeting minutes from the September 6, 2025 committee meeting were provided for the board's information. 2. Monthly Statements- A motion to approve the August 2025 financial statements was so moved by Trustee Shields and seconded by Trustee Evens. The motion passed unanimously. 3. 2025-2026 Budget Restatement-The budget restatement was provided for approval. So moved by Trustee Shields and seconded by Trustee LeMeur. The motion passed unanimously. 4. Five-Year Budget- The five-year rolling budget was presented for approval. So moved by Trustee Evens and seconded by Trustee Shields. The motion passed unanimously.	
Strategic Growth Committee	This committee will meet on November 14, 2025 following the annual audit meeting of the full board.	
Executive Committee	1. Meeting minutes from the committee meeting for the September 4, 2025 were provided for the board's information.	

Academic Affairs Committee	This committee has not met since the last monthly meeting.	
Ad Hoc Policy Development	This committee approved policy for this monthly meeting via email voting.	
College Advancement Committee	This committee will meet on November 19, 2025.	
Governance and Nominating Committee	This committee will meet in December to recommend committee assignments and officers for the January 9, 2026 monthly board meeting.	
Task Force Committee Reports and Recommended Actions		
CEC Collaboration Report	The group will meet on Monday, January 12, 2026.	
Advisory Committee	This committee will meet on Wednesday, November 12, 2025 at 8:30 a.m.	
Adjournment	Chairperson Esch requested a motion to adjourn at 11:32 a.m. so moved by Trustee Evens, seconded by Trustee LeMeur. The motion passed unanimously.	

Respectfully submitted by: Andrea Shene

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Hank LeMeur, Secretary of the Board Date