

**Minutes of Regular Meeting
BCCC Board of Trustees**

**December 1, 2010
Science and Technology Building Board Room**

Members Present Joan Chew, William DiCuccio, Jessica Forsythe, Gordon Marburger, Bruce Mazzoni, Dale Pinkerton, Eric Schultz, Robert Smith, Ray Steffler, Don Tylinski

Members Absent Brian Ellis, Grace Hawkins, Bill McCarrier, Glenn Miller, Dick Rittelmann

Also Present Susan Changnon, Linda Dodd, Jim Hrabosky, John Kearney, Pat Massaro, Nick Neupauer, Bill O'Brien, Brian Opitz, Ruth Purcell, Julie Sheptak, Francie Spigelmyer, Jake Friel, Renee Piovesan, Beth Dittmer and Betsy Krisher-Maher Duessel CPAs, Sandy Pontius-Butler Eagle

Call To Order Mr. Steffler called the meeting to order at 12:32 p.m.

Agenda Ms. Chew moved to approve the revised agenda to include the addition of three action items. Motion Carried.

Minutes Mr. Schultz moved to approve the Minutes of the October 20, 2010, Regular Board Meeting. Motion Carried.

Introduction of Guests Susan Changnon introduced today's guests.

Mr. Steffler congratulated Mr. Schultz on being named CFO of the Year for Small Non-profits in Western PA. Mr. Steffler presented Mr. Schultz with a citation from Senator Mary Jo White.

Treasurer's Report Jim Hrabosky reviewed the October Operating, Capital, Academic Enhancement and Restricted Funds Budget Summaries, as well as the Enrollment Reports. The Budget Summaries were accepted as presented.

Public Comment None

President's Report Dr. Neupauer reported on the following:

State Activities

- The PA Commission for Community Colleges is working on strategies for the new Governor and elected officials. Dr. Neupauer will meet with our legislators in January.
- 12/16 Dr. Neupauer will attend a Capital Work Group meeting in Harrisburg.
- 6/15 The State System presidents will meet with the Community College presidents at Northampton Community College.
- Congratulations to Erie County for securing local sponsorship for their community college.

College Activities

- The College will be closed December 24, 2010-January 2, 2011, for the Christmas Holiday and on January 17, 2011, for the Dr. Martin Luther King, Jr., Holiday.
- The first day of spring registration saw record lines. The day went well with an 11% increase in registration over the first day of registration last year.

-Armstrong Lodge was successfully demolished on November 17, in 22 minutes.
-In working with the Finance Committee, the College introduced a Voluntary Adjusted Work Schedule. All non-Faculty Employees were able to request five, ten or 15 unpaid days of leave between November 1 and June 30. The College will save approximately \$34,000.
-Dr. Neupauer thanked the Trustees for their role in BC3's success with a token of appreciation.

Committee Reports

Executive

No report. Mr. Steffler thanked President's Cabinet members for the monthly Divisional Activity Reports.

Finance

Mr. Schultz reported that the Finance Committee met on October 28, to discuss the annual County funding presentation and on November 17, to meet with Maher Duessel CPAs to review the 2009-10 draft audit report. Mr. Schultz also reported that the cost allocation study is in process.

Betsy Krisher of Maher Duessel CPAs presented a draft of the 2009-10 audit to the board on December 1. The College received an unqualified opinion in the Independent Auditors' Report. This is the highest opinion that could be received. A Financial Aid internal audit process will be developed with assistance from Maher Duessel.

Action Item

Motion, 2009-10 Audit Report

Mr. Schultz moved to accept the 2009-10 Audit Report as prepared by Maher Duessel, CPAs. Motion Carried.

Facilities

No report.

Executive Session

An Executive Session was held from 1:00-1:08 p.m. for the purpose of discussing personnel-related issues.

Personnel

Dr. Smith reported that the Committee met today to discuss two proposed policies, a sabbatical request, personnel updates and a follow-up of the Civil Rights review.

Action Item

Resolution 10-18, Nursing and Allied Health Division Programs Urine Drug and Alcohol Screening Policy

Dr. Smith moved to adopt the policy as presented. Motion Carried.

Action Item

Resolution 10-19, Acceptable Use of Information Systems Policy

Dr. Smith moved to adopt the policy as presented. Motion Carried.

Action Item

Resolution 10-20, Holly B. Armstrong Sabbatical

Dr. Smith moved to approve a sabbatical leave for the period of January 6, 2001, through May 10, 2011, including Graduation on May 17, 2011. Motion Carried.

Academic Assessment

No report.

Delegate Reports
Foundation

Ms. Chew and Ruth Purcell reported on the following:

- A Conservancy Committee was formed as directed by the Foundation Board. The committee met three times to date.
- Implemented cost reduction measures at the Conservancy that include temporary staff reductions.
- Met with potential Conservancy partners.
- Having Conservancy property appraised.
- Have Nicklas House on rental market.
- Wedding season 2010 ended with 50 weddings held. Weddings are booked for 2011, with 46 confirmed.
- Ms. Carol Achezinski is a new member of the Foundation Board.
- The Foundation Board met on November 11.
- The Oak Hills Legacy Dinner was held on October 16, with 275 attending.
- A Metrology Reunion was held in conjunction with the Oaks Hills Legacy Dinner.
- The Foundation golf outing will be held at Old Stonewall on August 20, 2011.

Old Business

No report.

New Business

Mr. Schultz congratulated Mr. Mike Robb, Executive Director of the Center for Community Resources, for being the recipient of the Executive Pacesetter of Western Pennsylvania Award.

Mr. Steffler wished everyone a Merry Christmas and Happy New Year.

Adjournment

Mr. Schultz moved to adjourn the meeting. Motion Carried. The meeting adjourned at 1:23 p.m.


Jessica Forsythe
Secretary