

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

**September 21, 2016
BC3 Main Campus**

- Members Present** William DiCuccio, Kim Geyer, Joe Kubit, Jennifer Linn, Brian McCafferty, Scott McDowell, Glenn Miller, Steve Newcaster, Gail Paserba, Sarah Peart-Forbes, Carmine Scotece, Nancy Staible, Ray Steffler
- Members Absent** Grace Hawkins, Gordon Marburger, Bruce Mazzoni
- Also Present** Linda Dodd, Jim Hrabosky, Jess Matonak, Nick Neupauer, Bill O'Brien, Brian Opitz, Ruth Purcell, Julie Sheptak, Case Willoughby, Paula Crider, Amanda Spadaro-*Butler Eagle*
- Call To Order** Mr. Steffler called the meeting to order at 12:33 p.m.
- Mr. McDowell moved to appoint Ms. Peart-Forbes as Secretary in Mr. Mazzoni's absence. Motion Carried.
- Agenda** Mr. Kubit moved to approve the agenda. Motion Carried.
- Minutes** Mr. Miller moved to approve the Minutes of the June 15, 2016, Regular Board Meeting. Motion Carried.
- Introduction of Guests** Jessica Matonak introduced today's guests. Mr. Steffler congratulated Jessica on her promotion to Executive Director of Communications and Marketing.
- Treasurer's Report** Jim Hrabosky reviewed the June 2015-16 and July/August 2016-17 Operating, Capital and Restricted Funds Budget Summaries as well as the 2015 and 2016 fall enrollment comparison reports.
- The June report shows 2015-16 year-end operating expenditures at \$1,155,085 under budget. However, journal entries of up to \$400,000 in PSERS expenses were later made.
- Public Comment** None
- President's Report** Dr. Neupauer reported on the following:
State and Federal Activities
-The Council of Presidents will meet in Hershey on October 20 & 21, 2016.
-The community colleges are assisting students in PA & OH who were enrolled at ITT Technical Institute and the DuBois Business College after it was announced they are closing. BC3 is in a good position to help these students as we are offering 15-, 12-, 10- and three 5-week sessions this semester.

College Activities

-Enrollment in headcount and credits are down between one-two percent as compared to this time last year. However, College Within the High School and DuBois Business College students who have enrolled this semester are not yet entered in the system. To date there are 468 students enrolled in CWHS. Because of the rolling start dates, we will now look at end-of-semester enrollment numbers. This is new for us.

-The Armstrong and Brockway sites are doing very well this semester.

-The Continuing Education & Off-Campus Sites reset is about 80% rolled out.

-A national search is in process for the VP of Academic Affairs position.

-Dr. Neupauer will be in touch with the Quality Assessment committee about proceeding with the strategic plan. At this point, however, Middle States follow-up is the priority.

-The opening of the Heaton Family Learning Commons has changed this institution. It's getting much use all day long.

-We are moving forward with three new certificate programs:

Auto Technician

Utility Worker/Field Skills Training

Manufacturing Pre-apprenticeship

Congratulations to Bill O'Brien and his staff for developing these programs.

-The western PA community colleges are looking into partnering with private institutions in western PA.

-We received word from OnlineColleges.com that of the 117 PA colleges and universities that offer distance education, we rank 13 overall in the state.

Distance education students were surveyed on the cost of their program, counseling, job placement and out-of-state cost. There are currently 292 out-of-county distance education students enrolled at BC3.

Committee Reports

Executive

Mr. Steffler reported the committee did not meet. He noted the Trustees should be proud of what the College has achieved in the past year. The Heaton Family Learning Commons is awesome. Thank-you to Dr. Neupauer and his staff. Thank-you also to Ruth Purcell for the success of the Pioneer Proud Campaign.

Finance

Mr. McDowell reported the committee met on September 8, to discuss borrowing \$1 million from the State Public School Building Authority, an opportunity with Follett, the Moody's report and recently funded capital projects.

A committee meeting was also held today to report the \$1 million loan mentioned above will not take place. The BC3 Education Foundation, Inc. is moving ahead with helping to fund this. The committee also met with Maher Duessel CPAs as a requirement of auditing regulations to review the timeline and scope of what is involved in preparing the 2015-16 audit.

Facilities

Mr. Miller reported the committee met on August 30, to discuss the master plan/deferred maintenance, Heaton Family Learning Commons, CCLC expansion, recently funded capital projects and an update on the Butler Chamber's move to the Bennitt House.

Brian Opitz reported we do not have a good, documented deferred maintenance plan. This was noted in the Middle States report under Standard 2. An updated master plan will address this. The committee agreed to recommend the hiring of Moore Design Associates to conduct the master plan update.

Motion-Moore Design Associates

Mr. Newcaster moved to hire Moore Design Associates to complete the master plan update and facilities plan. The cost for these plans shall not exceed \$59,950, plus reimbursable expenses. Motion Carried.

Executive Session

An Executive Session was held from 1:15-1:20 p.m. to discuss personnel-related issues.

Personnel

Dr. DiCuccio reported the committee met this morning to discuss minor revisions to the following:

- o Acceptable Use of Technology policy
- o Statement of Rights and Responsibilities for Members of the College Community
- o Administrator and Professional/Technical Employees Early Retirement Incentive

Personnel matters were also discussed.

Resolution 16-09 Acceptable Use of Technology Policy

Dr. DiCuccio moved to adopt the revised policy as presented. Motion Carried.

Resolution 16-10 Statement of Rights and Responsibilities for Members of the College Community

Dr. DiCuccio moved to adopt the revised statement as presented. Motion Carried.

Motion Administrators and Professional/Technical Employees Early Retirement Incentive

Dr. DiCuccio moved to approve the revised document as presented. Motion Carried.

Academic Assessment No report.

Quality Assessment No report.

Foundation

Ruth Purcell reported the following:

- It was announced on September 15, that a \$1 million gift to the Pioneer Proud Campaign was given by John L. Wise III and family. This gift will fund expansion of the Children's Creative Learning Center.
- A net revenue of \$52,000 in unrestricted funds is expected from the golf outing held on August 5.
- Six recipients of the President's Scholarship met with the Foundation Board of Directors on September 15.
- The Pioneer Proud Campaign raised \$6.8 million. There were 900 donors; 82% in-house participation; 100% trustee participation.
- Kudos to Jess Matonak for her help in organizing Heaton Family Learning Commons student and staff opening events. Bravo to all who helped.

Alumni Council

Mr. Miller reported on the following:

- The Oak Hills dinner is scheduled for October 15, in Founders Hall. Distinguished Alumni honorees are Kevin Boozel and the late Debra Covert McGrath.
- Bowling for Scholars is scheduled for November 11, at Family Bowlaway. Proceeds will help fund Legacy scholarships. Currently, 31 scholarships are connected to alumni.

Old Business

No report.

New Business

Dr. Neupauer announced the following meetings:

- October 4 Board Work Session, 4:00 p.m. in Steffler board room
- November 17 All-Trustee Assembly (southwest region) at Penn Highlands Community College

Adjournment

Ms. Paserba moved to adjourn the meeting. Motion Carried. The meeting adjourned at 1:30 p.m.

Sarah Peart-Forbes
Secretary *pro tem*