

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

**December 2, 2015**

**Ray D. Steffler Board Room, Main Campus**

- Members Present** William DiCuccio, Kim Geyer, Jennifer Linn, Gordon Marburger, Brian McCafferty, Bill McCarrier, Scott McDowell, Glenn Miller, Steve Newcaster, Gail Paserba, Sarah Peart-Forbes, Carmine Scotece, Ray Steffler
- Members Absent** Grace Hawkins, Bruce Mazzoni, Nancy Staible
- Also Present** Linda Dodd, Jim Hrabosky, Pat Massaro, Jess Matonak, Nick Neupauer, Brian Opitz, Ruth Purcell, Bruce Russell, Julie Sheptak, Case Willoughby, Paula Crider, Jake Friel, Madhu Motha, Jane Rittelmann, Kelly Robinson-Maher Duessel CPAs, Amanda Spadaro-*Butler Eagle*
- Call To Order** Mr. Steffler called the meeting to order at 12:32 p.m.
- Mr. Steffler introduced Mrs. Jane Rittelmann, widow of Trustee Dick Rittelmann. Mrs. Rittelmann was invited to the board meeting to observe the unveiling of a plaque honoring Mr. Rittelmann's tenure as a Trustee from 2008-2015. Dr. Neupauer said Mr. Rittelmann understood what it was to be a CEO and a President. His legacy is everywhere on the campus, from the Shaffer Walking Trail to the Heaton Family Learning Commons, to the Humanities & Education building and the Arts & Hospitality building. Mr. McCarrier spoke on how much Mr. Rittelmann did for others and how proud he was to be Mr. Rittelmann's friend.
- Agenda** Ms. Paserba moved to approve the agenda. Motion Carried.
- Minutes** Dr. DiCuccio moved to approve the Minutes of the October 21, 2015, Regular Board Meeting. Motion Carried.
- Introduction of Guests** Jessica Matonak introduced today's guests.
- Treasurer's Report** Kelly Robinson of Maher Duessel CPAs presented the 2014-15 draft audit. She reported it was a clean audit with no significant deficiencies or weaknesses. The College received an unqualified audit which is the best possible result. BC3 is considered a low-risk auditee. Jim Hrabosky reviewed the October Operating, Capital and Restricted Funds Budget Summaries as well as the fall 2014 vs. fall 2015 enrollment comparison report. The Budget Summaries were accepted as presented.
- Public Comment** None

## **President's Report**

Dr. Neupauer reported on the following:

### **State and Federal Activities**

- The community college Presidents will participate in a conference call today to discuss the state budget.
- Dr. Neupauer attended a Presidents' meeting on October 29-30.
- Dr. Neupauer attended a Capital Work Group meeting in Harrisburg on November 2.
- Dr. Neupauer attended a board meeting of the Community Colleges of Appalachia in Hagerstown, MD, on October 5-6.
- Dr. Neupauer, Bill O'Brien & Bill Lucas met with several state agencies in Harrisburg on November 18, to discuss possible state funding of our energy program.

### **College Activities**

- Dr. Neupauer met with the students of BC3 @ Lawrence Crossing on November 11 in a fireside chat format. The event was very well-received.
- The dedication of the new flagpoles in front of the Student Success Center was held on November 11.
- BC3 was once again recognized as a military-friendly college.
- Ms. Geyer, Ms. Staible and Mr. Steffler joined Dr. Neupauer at the annual Regional Trustee Assembly hosted by the Community College of Beaver County on November 19.
- The Middle States Self-Study will be sent to the printer once work on it is completed this week.
- A Trustee social is scheduled for January 15, followed by a performance in the Succop Theater by the River City Brass Band. Please R.S.V.P. to Julie.
- Dr. Neupauer congratulated Dr. Case Willoughby on his recent review of "Handbook for Student Affairs in Community Colleges." The review was printed in the December issue of *Journal for College Student Development*.
- Dr. Neupauer congratulated Patrick Massaro on his retirement at the end of January. Mr. Massaro thanked Dr. Neupauer for the opportunity to work with the College's executive team.

## **Committee Reports**

### **Executive**

No report.

### **Finance**

Mr. McDowell reported the committee met on November 20, to discuss the 2014-15 audit, Moody's methodology in rating colleges, a line of credit from Farmers National Bank, the status of the front entrance sign, student housing and the Foundation payment schedule.

### **Motion**

Mr. McDowell moved to accept the 2014-15 audit report as presented by Maher Duessel, CPAs. Motion Carried.

### **Resolution 15-24**

Mr. McDowell moved to authorize the issuance of a loan with Farmers National Bank in the aggregate principal amount of up to \$1 million so as to provide

monies to finance ongoing short-term working capital needs of the College.  
Motion Carried.

Resolution 15-25

Mr. McDowell moved to authorize the issuance of a loan with Farmers National Bank in the aggregate principal amount of up to \$2 million so as to provide monies to finance short-term working capital needs of the College due to the Commonwealth's budget impasse. Motion Carried.

Resolution 15-26

Mr. McDowell moved to authorize the issuance of a lease/loan with Farmers National Bank in the aggregate principal amount of up to \$103,000 so as to provide monies to finance the cost of the purchase of computers and technology equipment for use at the College's off-campus sites. Motion Carried.

**Facilities**

No report.

**Executive Session**

An Executive Session was held from 1:20-1:33 p.m. to discuss personnel-related issues.

**Personnel**

Dr. DiCuccio reported the committee on November 23 and December 2 to discuss proposed revisions to several policies in the Administrative Manual, campus police and personnel matters.

Motion-Tenure

Dr. DiCuccio moved to grant tenure to Erika Nail. Motion Carried.

Motion-Administrative Manual, Article II, Board of Trustees

Dr. DiCuccio moved to approve the revision to Article II, Board of Trustees, of the Administrative Manual, as presented. Motion Carried.

Resolution 15-20-Refund Policy

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

Resolution 15-21-Public to be Heard Policy

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

Resolution 15-22-Senior Citizen Audit/Credit Opportunity Policy

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

Resolution 15-23-Sexual Assault Victims' Bill of Rights

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

Motion-Ordinances No. 1 through 9

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

Resolution 15-27-Bessie Jeffries Sabbatical

Dr. DiCuccio moved to approve the sabbatical request for the period of January 7, 2016, through May 10, 2016, including graduation on May 18, 2016. Motion Carried.

**Academic Assessment** No report.

**Quality Assessment** Mr. Steffler reported a Board Work Session was held on November 23. Topics of discussion included Middle States, the Trustee Code of Ethics, the Trustee self-evaluation results, the College's mission, vision and goals and the development of a Trustee mentoring program. Please review the notes provided.

**Foundation**

Ruth Purcell reported the following:

- The Bowling for Scholars event was a success. Proceeds were twice the amount received last year.
- We are in the home stretch of the Pioneer Proud campaign with over \$6 million pledged/received.
- The Foundation will pay \$1 million from the campaign to the Heaton Family Learning Commons in January, followed by \$500,000/year for a total of \$2.5 million.
- Naming recognition in the Heaton Family Learning Commons is in process.
- There were 7,000 campaign flyers mailed to alumni, previous donors and others during the public phase of the campaign.
- The campaign recently received \$100,000 from NexTier/Snyder Brothers.
- Mine Safety Appliances made a \$100,000 commitment. In addition, the CEO of MSA made a personal contribution of \$25,000.
- The Bob and Gail Hunter reception is scheduled for March 9, in Bonita Springs, FL.

**Alumni Council**

No report.

**Old Business**

Mr. Steffler announced this is Mr. McCarrier's last board meeting. Commissioner-elect Geyer will replace him as the ex officio on the board. Mr. McCarrier said it was a privilege to serve the finest community college in Pennsylvania as both a Trustee and County Commissioner for 20 years.

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

**New Business**

No report.

**Adjournment**

Ms. Paserba moved to adjourn the meeting. Motion Carried. The meeting adjourned at 1:55 p.m.

Glenn Miller  
Secretary *pro temp*

