

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

**March 20, 2019**

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

- Members Present** William DiCuccio, Kim Geyer, Gordon Marburger, Brian McCafferty, Scott McDowell, Glenn Miller, Gail Paserba, Bruce Russell, Carmine Scotece, Nancy Staible
- Members Absent** Ken DeFurio, Joe Kubit, Bruce Mazzoni, Jennifer Pullar, Joe Taylor
- Also Present** Tina Fleeger, Jim Hrabosky, Jess Matonak, Nick Neupauer, Brian Opitz, Ruth Purcell, Belinda Richardson, Julie Sheptak, Case Willoughby, Steve Ferris-*Butler Eagle*
- Call to Order** In Mr. Kubit's absence, Dr. DiCuccio called the meeting to order at 12:30 p.m. Mr. Miller acted as Secretary in Ms. Pullar's absence.
- Agenda** Mr. Miller moved to approve the revised agenda. Motion Carried.
- Minutes** Mr. Scotece moved to approve the Minutes of the January 16, 2019, Regular Board Meeting. Motion Carried.
- Mr. Marburger moved to approve the Minutes of the March 5, 2019, Special Board Meeting. Motion Carried.
- Introduction of Guests** Jess Matonak introduced today's guests.
- Treasurer's Report** Jim Hrabosky reviewed the February Operating and Capital Funds Budget Summaries as well as the enrollment comparison reports for spring and summer 2018 and 2019.
- Public Comment** None
- President's Report** Dr. Neupauer reported on the following:  
College Activities  
-We recently received word of BC3's third consecutive #1 ranking of PA community colleges by Schools.com.  
-A Celebration of Life was held in memory of Ray Steffler in Founders Hall on March 17. It was a very nice tribute.  
-The Men's and Women's Basketball teams are both Division III champions.  
-An exhibition of Lynn Huseman's art is on display in the Mary Hulton Phillips Gallery through March 27.  
-A Nursing endowment of \$100,000 was recently received.

- The College will host an Apprenticeship Summit in Founders Hall on April 17.
- The Middle States progress letter is due by April 1. Thank-you to Dr. Richardson and her staff for their great work on preparing the document.
- A special aviation partnership will be announced soon. The program will be held at the Pittsburgh-Butler Regional Airport.

State and Federal Activities

- Dr. Neupauer will be in Washington, DC, on April 3-4, attending a workforce education gathering.
- The annual meeting of the PA Commission for Community Colleges will be held in Harrisburg on April 7-8. On April 9, Dr. Neupauer and staff will participate in the annual Community College Lobby Day with five BC3 students also attending.

**Executive**

No report.

**Executive Session**

An Executive Session was held to discuss personnel and real estate matters.

**Finance**

Mr. McDowell reported the committee met on March 13, to discuss:

- Application to PDE for funding of the Victor K. Phillips Nursing and Allied Health building
- College Cost report
- 2019-20 preliminary budget
- RFP for the auditing contract
- Student Withdrawal policy update
- IT security audit update
- Change to the check-signing procedure

Resolution 19-01 Application for State Assistance for Construction of Community College Facilities

Mr. McDowell moved to approve the submission of an application to the PA Dept. of Education for construction of community college facilities to include the Victor K. Phillips Nursing and Allied Health Building and South Campus Improvements at an estimated cost of \$18,000,000. Motion Carried.

Resolution 19-02 Student Withdrawal Policy

Mr. McDowell moved to adopt the revised policy as presented. Motion Carried.

**Facilities**

Mr. McCafferty reported the committee met on March 13, to discuss:

- Changes to designated employee parking by March 31, so it does not become taxable income
- BC3 @ Armstrong expansion discussions continue
- Phase I of the South Campus project
- Victor K. Phillips Nursing and Allied Health building
- Deferred maintenance projects

Resolution 19-07 Architectural and Engineering Contract for South Campus Project-Phase I

Mr. Miller moved to approve the proposal submitted by DPH Architecture, Inc. of Canfield, OH, in an amount not to exceed \$245,000.

**Personnel**

Dr. DiCuccio reported the committee met on March 20, to discuss several policy changes.

Resolution 19-02 Public to Be Heard Policy

Mr. Marburger moved to revise the policy to permit a three-minute (previously five-minute) time limit per individual speaker at board meetings. Motion Carried.

Resolution 19-03 Drug-Free Campus Policy

Mr. Marburger moved to remove reference to "Vice President for Continuing Education and Off-Campus Sites" from the policy. Motion Carried.

Resolution 19-04 Online Privacy Statement

Mr. Marburger moved to remove employee names referenced in the statement and replace them with appropriate titles. Motion Carried.

Resolution 19-05 Family Educational Rights and Privacy Act Policy

Mr. Marburger moved to adopt the updated policy as presented. Motion Carried.

Motion-Suspend Reserved Employee Parking on any Campus and/or Site Owned and/or Leased by Butler County Community College as Described in the Motor Vehicles and Parking Policy

Mr. Marburger moved to suspend employee parking, effective immediately, pending further clarification from our auditing firm or the IRS in regard to "taxable employee benefits." Motion Carried.

**Academic Assessment** On behalf of the Academic Assessment and Quality Assessment committees, Ms. Staible reported work has been completed on the Middle States progress letter. The hard work of those involved is appreciated.

**Quality Assessment** No report.

**Foundation**

Ruth Purcell reported on the following:

-Thank-you to everyone who helped make Mr. Steffler's Celebration of Life service a success.

-A donation of a machine, valued at \$92,000, was recently gifted to the Metrology program.

-Enhanced marketing for the Metrology program is currently in process.

**Alumni Council**

No report.

**Old Business**

No report.

**New Business**

No report.

**Adjournment**

Ms. Paserba moved to adjourn the meeting. Motion Carried. The meeting adjourned at 1:48 p.m.

Glenn T. Miller  
Secretary *pro temp*