

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

**December 2, 2020
Conference Call**

- Members Present** William DiCuccio, Kim Geyer, Vicki Hinterberger, Joe Kubit, Robi Lombardo, Gordon Marburger, Brian McCafferty, Scott McDowell, Glenn Miller, Gail Paserba, Jennifer Pullar, Bruce Russell
- Members Absent** Ken DeFurio, Carmine Scotece, Joe Taylor, Nadine Tripodi
- Also Present** Tina Fleeger, Jim Hrabosky, Jess Matonak, Nick Neupauer, Brian Opitz, Ruth Purcell, Belinda Richardson, Julie Sheptak, Case Willoughby, Travis Timmons, Steve Ferris-*Butler Eagle* and Betsy Krisher and Beth Dittmer of Maher Duessel CPAs
- Call to Order** Mr. Kubit called the meeting to order at 12:30 p.m. Dr. Neupauer called roll.
- Agenda** Mr. McDowell moved to approve the revised agenda. Motion Carried.
- Minutes** The minutes of the October 21, 2020, board meeting were approved as written.
- Treasurer's Report** Jim Hrabosky reported the Finance committee met on November 20, to review the audit with Maher Duessel CPAs. Jim introduced Betsy Krisher and Beth Dittmer of Maher Duessel CPAs. They reviewed the 2019-20 financial statements with the full board. The single audit is currently incomplete as the auditors are waiting for guidance on auditing organizations that received COVID-19 funding. That guidance is due from the federal government any day and the single audit should be complete by the end of January.
- Jim Hrabosky reviewed the October Operating and Capital Funds Budget Summaries as well as the enrollment comparison reports for fall 2019 and 2020. College revenues are down approximately \$1 million from a year ago. This revenue decline is partially offset from the fact that expenses are down approximately \$500,000, putting the total budget about \$500,000 worse than 12 months ago. A copy of the Treasurer's Report will be included with the minutes of this meeting.
- As of November 18:
Fall 2020 – total credits behind 11.4 percent
Headcount down six percent
- Spring 2021
Total credits and headcount – down 22-23 percent

The Winter Session is up 58 percent from one year ago. Total enrollment in 2020 was 154 and enrollment for 2021 is currently 244.

Public Comment

None

President's Report

Dr. Neupauer reported on the following:

State and Federal Activities

-We have been in constant contact with the PA Departments of Health and Education regarding COVID-19.

-All of the community colleges are working on next year's operating and capital budget request from the state.

College Activities

-Dr. Neupauer said he is very proud of the audit results. We had another good year.

-Eighty percent of students graduate debt-free.

-BC3 has the lowest loan default rate in the Commonwealth.

-We made it through the face-to-face component of the fall semester. The Winter Session classes are all remote. Spring face-to-face classes will begin as remote classes in January and then students will return to campus on February 8.

-Essential staff are currently reporting to campus with no more than 50 percent of staff in each office in our yellow-modified phase.

-The College has 39 confirmed COVID-19 cases with 22 resolved to date. Thank-you to Travis Timmons for his work with Dr. Richardson and the deans.

-BC3 has been in the news a lot recently:

Retirees, an articulation agreement with LaRoche University, national coverage for having a record enrollment in CWHS with over 500 students taking over 700 seats, and great work in WFD.

-The Foundation received a generous year-end gift from Mrs. Paula Dorsch for the Victor K. Phillips Nursing and Allied Health building.

Executive

No report.

Finance

Mr. McDowell reported the committee met on October 28, to review the county budget presentation and the Blackboard Learning Management System. The committee also met with the auditors on November 20. The BC3 @ LindenPointe building lease was discussed.

Motion 2019-2020 Financial Statements

Mr. McDowell moved to accept the 2019-20 financial statements as presented by Maher Duessel CPAs. Motion Carried.

Motion Blackboard LMS Master Agreement Extension

Mr. McDowell moved to approve a two-year extension of the Blackboard LMS master agreement. This is funded by CARES Act funding. Motion Carried.

Motion Blackboard LMS Master Agreement for E-learning Course Development

Mr. McDowell moved to approve the Blackboard LMS master agreement for e-learning course development services for \$71,325. This is funded by CARES Act funding. Motion Carried.

Resolution 20-09 BC3 @LindenPointe Lease

Mr. McDowell moved to extend the lease at BC3 @ LindenPointe for another 10 years at \$25,000/month. The BC3 Education Foundation, Inc. is conducting the refinancing in February 2021 with FNB.

Facilities

Mr. Miller reported the committee met on October 29, to discuss BC3's role in the President Trump rally held at the Pittsburgh Butler Regional Airport on October 31. Mr. Miller and Mr. Kubit complimented Brian Opitz, the Operations staff and the BC3 Campus Police for a job well-done.

Academic Assessment No report.

Quality Assessment The QAC met by zoom conference on Wednesday, November 11.

The meeting agenda addressed two items:

1. the review/selection of a Board of Trustee self-assessment instrument
2. the review of BOT goals regarding board attendance and succession planning

Board of Trustee self-assessment instrument

Ms. Sharla Anke, Assistant Dean of Institutional Research, and Dr. Neupauer provided the committee the following documents:

1. 2015 Board self-assessment survey
2. 2015 Self-assessment final report
3. 2018 BC3 board self-assessment final report
4. 2018 GISS (Governance Institute for Student Success) self-assessment survey - \$3,000 fee
5. ACCT (Association of Community College Trustees) self-assessment question item bank

Board of Trustees goals regarding board attendance and succession planning

The committee determined that we should include two questions at the end of the survey to address the current two goals and if additional goals should be considered.

After this review and numerous additional email exchanges after the meeting, the committee forwarded the following actions for review to Chairperson Joe Kubit, Dr. Neupauer, Dr. Richardson and Ms. Sharla Anke:

1. We continue to use the 2015 BOT Self-assessment survey as the core for the next survey
2. We combine several questions on the 2015 BOT self-assessment survey

3. We add some questions from the 2018 GISS survey and the ACCT self-assessment survey question item bank

After this review is done, it is the intent of the committee to complete the review process in collaboration with Dr. Neupauer and the BC3 administration and present the final recommendations to the Board in early 2021.

Foundation

Ruth Purcell reported on the following:

- The Foundation board met on November 12, and approved working with FNB for the 10-year fixed rate for BC3 @ LindenPointe.
- Michelle Jamieson retired in November. There was a nice article in the *Butler Eagle* about her work.
- Bobbi Jo Cornetti was promoted to Development Coordinator and will take over some of Michelle's responsibilities.
- Year-end gifts are coming in. Ruth and Dr. Neupauer continue to meet with businesses and donors.
- A grant request was submitted to the Palumbo Foundation for \$100,000 for the Victor K. Phillips Nursing and Allied Health building.
- To date, \$45,000 has been received in year-end EITC gifts.
- The Foundation is doing some direct mailings for year-end gifts at this time.
- The Foundation's endowment is managed by FNB of PA. The portfolio is just under \$5.8 million, with \$1.8 million in gifts received this year.

Alumni Council

- Meetings are on hiatus for now, but the plan is to meet in April to consider the distinguished alumni program.
- The Alumni Council hopes to host the legacy dinner in fall 2021.
- Mr. Kubit thanked Ruth for her extraordinary service to BC3.

Old Business

None

Executive Session

An Executive Session was held from 1:37 to 2:00 p.m. for the purpose of discussing personnel matters.

Personnel

Dr. DiCuccio reported the committee met today with five motions recommended for adoption:

Resolution 20-10, Teleworking Policy

Dr. DiCuccio moved to adopt the Teleworking Policy as presented. Motion Carried.

Resolution 20-11, Civil Rights and Sexual Misconduct Policy Reporting and Response Procedure

Mr. Marburger moved to adopt the Reporting and Response Procedure as presented. Motion Carried.

Resolution 20-12, Social Media Policy

Dr. DiCuccio moved to adopt the Social Media Policy as presented.
Motion Carried.

Resolution 20-13, Anti-Harassment Policy

Mr. Marburger moved to adopt the Anti-Harassment Policy as presented.
Motion Carried.

Resolution 20-14, Nondiscrimination Policy

Dr. DiCuccio moved to adopt the Nondiscrimination Policy as presented.
Motion Carried.

New Business

-Mr. Kubit reported he will ask senior trustees to mentor the three newest members of the board. This will be done at the beginning of the year.
-Mr. Kubit wished everyone happy holidays.

Adjournment

The meeting adjourned at 2:17 p.m.

Jennifer Pullar
Secretary