

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

**June 17, 2020**

**BC3 @ Lawrence Crossing/Conference Call**

<b>Members Present</b>	William DiCuccio, Kim Geyer, Joe Kubit, Brian McCafferty, Scott McDowell, Gail Paserba, Jennifer Pullar, Bruce Russell, Carmine Scotece, Nancy Staible, Nadine Tripodi
<b>Members Present via Conference Call</b>	Vicki Hinterberger, Glenn Miller, Joe Taylor
<b>Members Absent</b>	Ken DeFurio, Gordon Marburger
<b>Also Present</b>	Tina Fleeger, Jim Hrabosky, Nick Neupauer, Brian Opitz, Julie Sheptak
<b>Also Present via Conference Call</b>	Jess Matonak, Ruth Purcell, Belinda Richardson, Case Willoughby, Erika Nail, Steve Ferris- <i>Butler Eagle</i>
<b>Call to Order</b>	Mr. Kubit called the meeting to order at 12:30 p.m.
<b>Agenda</b>	Dr. Russell moved to approve the revised agenda. Motion Carried.
<b>Minutes</b>	The minutes of the May 13, 2020, board meeting were approved as prepared.
<b>Introduction of Guests</b>	Dr. Neupauer called roll.
<b>Treasurer's Report</b>	Jim Hrabosky reviewed the May Operating and Capital Funds Budget Summaries as well as the enrollment comparison reports for summer 2019 and 2020 and fall 2019 and 2020.
<b>Public Comment</b>	None
<b>President's Report</b>	Dr. Neupauer reported on the following: <u>State and Federal Activities</u> -The state budget includes level funding for community colleges in 2020-21. This is good news. We are hoping for additional CARES Act money to be distributed to the community colleges from the Governor. -The student portion of the CARES Act grant money has been distributed: \$657,000 distributed to 1,461 Title IV eligible students; \$77,000 distributed to 172 students that are not Title IV eligible.

## College Activities

-Dr. Neupauer stated he is very proud of the College community.

March 11, at 2:00 p.m. BC3 made a decision about COVID-19. BC3 was the first institution to make such a decision. We pivoted quickly to move from face-to-face classes to remote instruction.

March 11-May 31 Critical Essential Phase

BC3 permitted critical essential staff to work limited hours at the campus with most work done remotely.

June 1-30 Yellow Phase

Staff permitted to return to work with offices at no more than 42 percent occupancy. The state threshold is 50 percent occupancy.

July 6-August 24 Green Phase

There will be a greater presence with 75 percent occupancy permitted.

All office will be open from 8:00 am.-4:00 p.m.

Supervisors will determine office coverage/staff schedules.

The supervisor must approve remote work and the work must meet expected levels.

Dr. Richardson presented the trustees with a presentation: Fall 2020 Semester Planning. Classes will be delivered four ways:

Distance Education

Blended classes

Remote learning

Face-to-Face using a 12+2+1 model

There was great input from faculty with careful attention to PDE, Dept. of Health, Centers for Disease Control and Prevention and the Governor's office. Dr. Neupauer will put out a campus message soon with a detailed plan put out by Dr. Richardson after that.

-Summer enrollment is up 8.19 percent as compared to this time last year.

-Fall enrollment is currently down 29 percent as compared to this time last year however, we continue to decrease the percentage we are down.

-There are no tuition/fees increases for 2020-21.

-The first cohort of Nurses graduated from BC3 @ Brockway.

-The \$10 million gift from Concordia for the Nursing program initiative was announced on June 2.

-A survey was conducted of spring 2020 students. A total of 542 students participated. Despite the rapid transition to remote instruction, the student opinions regarding BC3's mitigation efforts and instructional delivery were very positive. The average response to a question was 4.03/5.00. The survey results indicate that students were frustrated by the situation, but appreciated the actions and efforts of BC3 faculty and administration.

**Executive**

No report.

**Finance**

Jim Hrabosky reviewed the proposed 2020-21 budget that was built based on an assumption of a 10 percent enrollment decrease and no increase to tuition or fees. Jim also presented information about the annual insurance renewals.

**Motion – 2020-2021 Budget**

Mr. McDowell moved to approve the 2020-2021 operating and capital budgets at \$35,767,689 as presented. Motion Carried.

**Motion – 2020-2021 Insurance Renewals**

Mr. McDowell moved to appoint Arthur J. Gallagher, Mitchell Insurance, Inc. and C.W. Howard Insurance Agency, Inc. as brokers for insurance coverage at \$201,922. Motion Carried.

**Facilities**

-Mr. Miller reported the committee did not meet, however, he asked Brian Opitz to provide updates:  
-We have not begun design work on the Victor K. Phillips Nursing and Allied Health building as of this time. Brian and Jim will be meeting with Stantec to discuss possible changes to the scope of this project.  
-The South Campus Project – Phase I is about three months behind schedule due to COVID-19-related challenges. We are working on the schedule to attempt to make up some of that time.

**Academic Assessment**

No report. Mr. Scotece reported program reviews will begin in the fall semester.

**Quality Assessment**

Ms. Staible reported the committee met on May 28, to discuss the committee’s work on succession planning for the board.

**Foundation**

Ruth Purcell reported on the following:  
-The Foundation board met on June 11, and welcomed new members Carol Achezinski, Tom Martin and Gary Rauschenberger.  
-The annual golf outing, including dinner, is on schedule for August 7, at Olde Stonewall.  
-The Dale Pinkerton Leadership Scholarship has received \$30,000 in contributions to date.

**Alumni Council**

No report.

**Old Business**

Ms. Paserba congratulated Jess Matonak and the Communications and Marketing team for a wonderful article about Dale Pinkerton in the *Butler Eagle*.

**Executive Session**

The Executive Session was held from 1:45-2:50 p.m. to discuss personnel matters.

**Personnel**

Ms. Pullar reported the committee met on June 15, to discuss the President’s evaluation and contract, as well as personnel matters.

Motion – Presidential Executive Employment Agreement

Ms. Pullar moved to approve an Executive Employment Agreement to retain Dr. Nicholas C. Neupauer as President from July 1, 2020-June 30, 2024. Motion Carried.

Motion – Early Retirement Incentive

Ms. Pullar moved to provide the Personnel committee with the authority to approve offering an early retirement incentive during summer/fall 2020. Ratification will take place at the following board meeting. Motion Carried.

**New Business**

Motion – 2020-2021 Board Meeting Dates

Mr. McDowell moved to approve the 2020-2021 board meeting dates as presented:

- September 16, 2020
- October 21, 2020
- December 2, 2020
- January 20, 2021
- March 17, 2021
- April 21, 2021
- May 19, 2021
- June 16, 2021

Motion Carried.

Motion – 2020-2021 Officer Election

Mr. McCafferty moved to elect the officers as presented:

- |            |                        |
|------------|------------------------|
| Chair      | Joe Kubit, Esq.        |
| Vice-Chair | William DiCuccio, M.D. |
| Secretary  | Jennifer Pullar, Esq.  |
| Treasurer  | Scott McDowell         |

Motion Carried.

**Adjournment**

The meeting adjourned at 2:55 p.m.

Jennifer Pullar  
Secretary