

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

**January 19, 2022
GoToMeeting**

Members Present Ken DeFurio, William DiCuccio, Joe Kubit, Robi Lombardo, Gordon Marburger, Brian McCafferty, Scott McDowell, Gail Paserba, Bruce Russell, Carmine Scotece, Joe Taylor, Nadine Tripodi

Members Absent Kim Geyer, Vicki Hinterberger, Glenn Miller, Jennifer Pullar

Also Present Megan Coval, Tina Fleeger, Jim Hrabosky, Jess Matonak, Bill Miller, Nick Neupauer, Brian Opitz, Julie Sheptak, Case Willoughby

Call to Order Mr. Kubit called the meeting to order at 12:32 p.m.

Introduction of Guests Dr. Neupauer introduced the guests.
Mr. Kubit appointed Mr. McCafferty as Secretary in Mr. Miller's absence.

Agenda Dr. DiCuccio moved to approve the agenda. Motion Carried.

Minutes The minutes of the December 8, 2021, board meeting were approved as written.

Treasurer's Report Jim Hrabosky reviewed the December Operating, Capital, Restricted and Federal/State Grant Funds Budget Summaries as well as the enrollment comparison reports for spring 2021 and 2022. The Treasurer's Report was accepted as presented.
Motion Carried.

President's Report Dr. Neupauer reported on the following:
Local, State and Federal Activities
-Dr. Neupauer will attend the AACC Workforce Development Institute in Jacksonville, FL, on January 27-29. He received a scholarship to attend as the incoming chair of the Community Colleges of Appalachia.
-Dr. Neupauer is attending the AACC National Legislative Summit in Washington, DC, on February 7-10. He was invited by Sen. Casey to attend a higher education roundtable. Megan Coval is also attending and expects to schedule visits with Reps. Conor Lamb, G.T. Thompson and Mike Kelly. She will also attend a rural community college session. A donor visit is also planned. This will be a very busy, important week addressing federal dollars coming to BC3.
-The event hosted by the BC3 Education Foundation is scheduled for February 2, in Bonita Springs, FL.

College Activities

- January 18, was the first day of spring semester classes. Thanks to Brian and the Operations staff for keeping the campus safe. It's good to see activity on the campus.
- An article about the launch of the Concordia LPN program made the front page of the *Butler Eagle*. There are 10 students in the program.
- Dr. Richardson is on a medical leave through February 25, and she recently lost her father.
- Bill Miller will be the Interim VPAA in Dr. Richardson's absence. Mr. Kubit thanked Bill for stepping in.
- We are very excited about moving forward with the Victor K. Phillips Nursing and Allied Health Building and the BC3 @ Armstrong projects.
- Dr. Neupauer thanked the board members for the ad they placed in the *Butler Eagle* on January 16, congratulating Dr. Neupauer on his tenure at BC3. Thanks also to Jess Matonak and her team for the work involved.

Public Comment

None

Executive

No report.

Finance

Mr. McDowell reported the committee met on January 13, and received updates on the following;

- IT security update by Matt Miller
- State Public School Building Authority loan request
- 2020-21 audit
- Building projects update
- PA capital application
- ADP agreement

Motion-Audit

Mr. McDowell moved to accept the 2020-21 audit as prepared by Maher Duessel, CPAs. Motion Carried.

Motion-ADP, Inc.

Mr. McDowell moved to approve entering into a three-year Workforce Now Master Services Agreement with Automated Data Processing (ADP, Inc.) of Roseland, NJ. The agreement is pending review by the College's solicitor. The fee for each of the three years (2022-23, 2023-24 & 2024-25) is \$25,380. Motion Carried.

Resolution 22-01-State Public School Building Authority Loan Request

Mr. McDowell moved to request a loan from the State Public School Building Authority's Revolving Loan Fund. The loan will be used to purchase equipment/technology including, but not limited to computer equipment, security equipment, professional services and software.

Amount of project	\$107,000
Maximum term of loan	three years
Interest rate	1.50% fixed

Motion Carried.

Facilities

Brian Opitz gave the following update:

- The first on-site construction meeting of the Victor K. Phillips Nursing and Allied Health Building was held on January 13. It was a good start to the project and set the tone for expectations. Construction meetings will be held every other week. All signed contracts were received.
- We are working around the supply chain issues as best as possible. Activity will begin the first part of February.
- The first construction meeting of the Armstrong project was held on January 20. Contractors are ready to mobilize in the next week or so.
- Eighty percent of our classes are face-to-face, with the balance being hybrid.
- Brian continues to participate on the weekly call of the Butler County Emergency Management team. The calls have been occurring for 22 months and have been very helpful.
- To date, there are 42 cases of covid among faculty and staff, with 21 cases resolved. This is monitored daily. There are many underlying mitigation measures in place. We are not hosting external events on-campus. Thanks to Ken DeFurio, CEO of Butler Health System, for having BHS staff available to us.

Personnel

Dr. DiCuccio reported the committee met on January 13, to discuss a personnel matter and a sabbatical request.

Resolution 22-02 Jean Shumway Sabbatical

Dr. DiCuccio moved to approve this one-semester sabbatical leave for spring 2023 for the purpose of formal education, research and writing at full pay.
Motion Carried.

Academic Assessment No report.

Quality Assessment

- Mr. Scotece reported a strategic plan focus group meeting was held on January 12, with several Board members and members of the Foundation board of directors. The purpose of the meeting was to assist in the planning and development of the 2022-27 strategic plan. Thanks to Dr. Neupauer and Assistant Dean Sharla Anke.
- Dr. Neupauer and President’s Cabinet members are working on a higher-level board orientation refresher scheduled for February 28. An electronic administrative manual is also in process.

Foundation

Megan Coval reported on the following:

- The 2022 employee campaign raised \$26,000 which is more than was raised last year. Employee participation was 25 percent, which is also more than last year.
- The Home for the Holidays raffle raised just over \$7,000. Proceeds benefit the scholarship fund.
- The Foundation received over \$74,000 in year-end EITC gifts. These gift fund College Within the High School and the Center for Economic Education.
- Thanks to Jess and her team for their work on the Oak Hills 2021 Donor Appreciation video.
- The Pioneer Pantry continues to look for ways to strengthen the Pantry via partnerships.
- The southwest Florida donor engagement trip is scheduled for February 2, from 2:00-5:00 p.m. in Bonita Springs. Thirty responses have been received to date.

Alumni Council

No report.

Old Business

None

New Business

A correction was noted to the Finance committee notes.

Adjournment

The meeting adjourned at 1:23.

Brian McCafferty
Secretary *pro temp*