

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

**December 7, 2011
Science & Technology Building Board Room, Main Campus**

- Members Present** Joan Chew, William DiCuccio, Jim Ferguson, Jessica Forsythe, Kim Geyer, Gordon Marburger, Bruce Mazzone, Glenn Miller, Dale Pinkerton, Dick Rittelmann, Robert Smith, Ray Steffler, Don Tylinski
- Members Absent** Brian Ellis, Grace Hawkins, Bill McCarrier
- Also Present** Susan Changnon, Linda Dodd, Jim Hrabosky, Nick Neupauer, Bill O'Brien, Brian Opitz, Julie Sheptak, Francie Spigelmyer and Beth Dittmer for Maher Duessel CPAs
- Call To Order** Mr. Steffler called the meeting to order at 12:30 p.m.
- Agenda** Ms. Forsythe moved to approve the revised agenda to include an Executive Session. Motion Carried.
- Minutes** Ms. Geyer moved to approve the Minutes of the October 19, 2011, Regular Board Meeting. Motion Carried.
- Introduction of Guests** Susan Changnon introduced today's guests.
- Treasurer's Report** Jim Hrabosky reviewed the October Operating, Capital, Academic Enhancement and Restricted Funds Budget Summaries, as well as the Enrollment Reports. The Budget Summaries were accepted as presented.
- Public Comment** None
- President's Report** Dr. Neupauer reported on the following:
State Activities
-The PA community college presidents met in Harrisburg on October 27-28.
-Dr. Neupauer will attend a Middle States meeting in Washington, DC, on December 11-13.
College Activities
-The College will be closed December 24-January 2, for the Christmas holiday and also on January 16, for the Dr. Martin Luther King, Jr. holiday.
-The College received a good report with several commendations on the Periodic Review Report from Middle States. We are very proud of this accomplishment.
-The Commission on Accreditation in Physical Therapy Education reaccredited our Physical Therapy Assistant program. Thanks to Dr. Pat Mihalcin, Dr. Francie Spigelmyer and Randy Kruger.

-BC3 Nursing students taking the PA state board exam between October 1, 2010-September 30, 2011, had a 91% first-time pass rate.

-Spring enrollment to date: 2.2% increase in credits taken overall
10% increase in Lawrence County
12.5% increase in Mercer County
2,600 headcount

-Dr. Neupauer presented Dr. DiCuccio with a pin in appreciation for donating in excess of \$10,000 to the BC3 Education Foundation.

-Private gifts to the Foundation: 2009 - \$294,000
2010 - \$512,000
2011 - \$602,000

-BC3 has collaborated with several training partners to assist PA's workforce enter the oil and gas industry. As an approved training provider for ShaleNet, a multi-million dollar Dept. of Labor grant, BC3 will begin marketing and forming our first class of roustabouts which will be held this spring. BC3 also entered into a partnership with Petroskills, a premier training provider within the oil and gas industry, to provide and facilitate a multitude of courses, certificates and degree programs, which cover many facets of the petroleum field.

-12/10 College holiday party in Founder Hall from 6:00-9:00 p.m.

Committee Reports

Executive

No report.

Finance

Beth Dittmer reviewed the 2010-11 single audit report as prepared by Maher Duessel CPAs. There were no material weaknesses, gray areas or sensitive disclosures. BC3 received an unqualified opinion.

Facilities

Mr. Rittelmann reported that a tour of the Main Campus buildings as related to facilities needs was conducted for Trustees on October 31.

Personnel

No report

Academic Assessment

No report.

Delegate Reports

Foundation

Ms. Chew reported on the following:

-The Foundation Board met on November 10. The Finance Committee reported that the audit was complete and it was a clean audit.

-The Annual Campaign is in process and accounts for a significant portion of unrestricted revenue.

-The Foundation purchased a financial software package that will integrate the donor database with Foundation financials.

-Five consulting firms responded to the request for proposals to conduct a feasibility study for a prospective capital campaign.

-Scholarship reports are in the mail to donors of BC3 scholarships.

-Board member Carol Achezinski and Ruth Purcell hosted a fashion trunk show with all proceeds benefitting a School to Work project that is being developed by the College. The event raised more than \$700 in startup funds.

-A donor recognition piece is being designed to permanently acknowledge contributors to the Invest in the Future Capital Campaign.

Mr. Miller reported on the following Alumni activities:

-Members of the Alumni Council will call BC3 donors to thank them for their support at the annual Thank-a-Thon on December 8.

-Please contact Michelle Jamieson with recommendations for Distinguished Alumni consideration

Old Business

Mr. Steffler stated that the Middle States report is outstanding. This is a critical tool that we need to perform our job at the College.

New Business

Mr. Steffler thanked Dr. Smith for his friendship and expertise as a board member. This is Dr. Smith's final board meeting as he retires in January, but he will continue to attend Personnel committee meetings up to the date of his departure. Dr. Smith thanked the Butler County Commissioners for appointing him to serve as a BC3 Trustee.

Executive Session

An Executive Session was held from 1:10 to 2:00 p.m. to discuss personnel and real estate issues.

Adjournment

Mr. Rittelmann moved to adjourn the meeting. Motion Carried. The meeting adjourned at 2:00 p.m.



Jessica Forsythe
Secretary