

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

December 4, 2013

Ray D. Steffler Board Room, Main Campus

- Members Present** Jessica Forsythe, Kim Geyer, Paul Harris, Grace Hawkins, Jennifer Linn, Gordon Marburger, Bruce Mazzoni, Bill McCarrier, Scott McDowell, Glenn Miller, Dick Rittelmann, Nancy Staible, Ray Steffler
- Members Absent** Joan Chew, William DiCuccio, Jim Ferguson
- Also Present** Susan Changnon, Linda Dodd, Jim Hrabosky, Pat Massaro, Nick Neupauer, Bill O'Brien, Brian Opitz, Ruth Purcell, Julie Sheptak, Francie Spigelmyer, Case Willoughby, Jake Friel, Beth Dittmer-Maher Duessel CPAs, Kate Malongowski-*Butler Eagle*
- Call To Order** Mr. Steffler called the meeting to order at 12:30 p.m.
- Agenda** Mr. McDowell moved to approve the revised agenda, adding an action item. Motion Carried.
- Minutes** Mrs. Hawkins moved to approve the Minutes of the October 15, 2013, 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. He also reviewed the spring 2014 and January term Enrollment Reports as of December 4, 2013. The Budget Summaries were accepted as presented.
- Public Comment** None
- President's Report** Dr. Neupauer reported on the following:
State and Federal Activities
-Elizabeth Bolden was hired as the President/CEO of the PA Commission for Community Colleges. She begins on January 2, 2014.
-Dr. Neupauer attended three All-Trustee Assemblies on November 12, 13 & 14. These gatherings were great opportunities to meet Trustees from Pennsylvania's community colleges.
-Dr. Neupauer will meet with Chancellor Frank Brogan of the PA State System of Higher Education next week. Dr. Brogan began his duties in October.
-Dr. Neupauer is scheduled to meet with representatives of the PA Dept. of Education next week to discuss capital.

College Activities

-The College will be closed December 21-January 1 for the annual holiday break.

-The Business Division hosted the Accreditation Council of Business Schools and Programs this fall. The Business Division passed with flying colors. Kudos to Dr. Francie Spigelmyer, Rosemary Keasey and the Business Division staff.

-Following are items from the capital and deferred maintenance list as provided by Brian Opitz to Dr. Neupauer:

- moving Educational Technology staff to 278 Old Plank Road during the Library renovation;
- Library architectural services RFP is in process;
- Library design is in process;
- Cranberry renovation;
- CCLC tree removal and moving of power lines in the area;
- exterior refurbishment to Science & Technology building;
- considering new main entrance proposals;
- classroom lockset upgrade; and
- exterior door project.

-Dr. William Weisberger wrote an article "Bushnell, Asa Smith" that was published in the *American National Biography Online*. Dr. Weisberger will retire at the end of the fall semester with over 44 years of service.

-Contributions to the Educational Improvement Tax Credit program total \$180,000 in less than two years.

-The student housing consultant continues to test the numbers regarding the feasibility of building housing on the main campus.

Committee Reports

Executive

Dr. Neupauer reported a Board Work Session was held on November 21, and the following topics were discussed:

- economic development;
- classroom lockset project;
- program costs;
- Erie County; and
- student housing.

Finance

Mr. Mazzoni reported the committee met with Maher Duessel CPAs on November 21, to review the draft 2012-13 audit report. Beth Dittmer of Maher Duessel CPAs presented the draft audit to the full board. BC3 received an unmodified opinion in the Independent Auditors' Report. This is the highest level of assurance the College could receive. There were no significant adjustments, disagreements, difficulties or sensitive disclosures in the auditing process, with excellent cooperation from BC3 staff. Jim Hrabosky thanked the following for their work on a successful audit: Jake Friel and his staff, Human Resources staff, Case Willoughby, Financial Aid staff and the Maher Duessel audit team.

Motion-2012-13 Audit Report

Mr. Mazzoni moved to accept the 2012-13 Audit Report as prepared by Maher Duessel CPAs. Motion Carried.

Resolution 13-23-State Public School Building Authority Loan Request

Mr. Mazzoni moved to request a loan from the State Public School Building Authority's Revolving Loan Fund to fund a \$1,500,000 project to purchase equipment/technology including, but not limited to: computer equipment, security equipment, professional services and software. Motion Carried.

Resolution 13-24-Classroom Lockset Upgrade

Mr. Mazzoni moved to award the bid of \$51,559.96 to Independent Hardware, Inc. of Philadelphia, PA. This company submitted the lowest responsible bid. Motion Carried.

Facilities

Mr. Rittelmann reported twelve proposals from western PA firms were received for the Library renovation. A committee of five will review the proposals. Four-six firms will be interviewed in early January. A recommendation will then be made to the board.

A report from a code consultant is due soon for the Lawrence Crossing site.

Executive Session

An Executive Session was held from 1:12-1:25 p.m. to discuss personnel-related issues.

Personnel

Mr. Marburger reported the committee met today to discuss faculty tenure, the revised tobacco-free policy and personnel issues.

Motion-Tenure

Mr. Marburger moved that Melissa Philson be granted tenure. Motion Carried.

Resolution 13-25-Tobacco-free Policy

Mr. Marburger moved to adopt the Tobacco-free Policy in the form as presented. Motion Carried.

Academic Assessment No report.

Quality Assessment

Ms. Staible reported the committee met with Drs. Neupauer and Faseyitan on December 3. Discussion items included:

- o the College's mission statement and how the Board's decisions need to reflect the mission statement;
- o the Board's responsibility to be actively informed;
- o how, as a Board, can members understand what is going on;
- o the need for an annual Board self-evaluation document;
- o the preparation the Board needs to do for the next Middle States visit; and
- o the Board needs to understand how the College's many reports affect BC3.

Delegate Reports
Foundation

Ruth Purcell reported on the following:
-Fiscal year 2012-13 audited financial statements and Form 990 were reviewed by auditors at the Finance committee meeting on November 12. The Foundation received an unmodified opinion.
-The campaign is in the early phase. Committee meetings are being held to develop a prospects list, policy work and opportunities for recognition. A total of \$400,000 has been pledged to date, with a goal of \$5.5 million.

Alumni Council

Mr. Miller reported the Council met and reviewed the October 19, Oak Hills Legacy dinner. It was a very nice event. The Council is considering a new fund raising event for 2014 in place of the Pioneer golf outing.

Old Business


No report.

New Business

Mr. Steffler reported:
-Dr. DiCuccio has been ill. Please keep him in your thoughts.
-Thank-you to all of the Trustees who attended the recent All-Trustee Assembly at the Community College of Allegheny County.
-Thank-you to all who attended the Brockway ribbon-cutting event on November 8.
-Merry Christmas and Happy New Year to everyone.

Adjournment

Ms. Forsythe moved to adjourn the meeting. Motion Carried. The meeting adjourned at 1:47 p.m.


Jessica Forsythe
Secretary