

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

**May 20, 2021
GoTo Meeting**

- Members Present** Ken DeFurio, William DiCuccio, Kim Geyer, Vicki Hinterberger, Joe Kubit, Robi Lombardo, Gordon Marburger, Brian McCafferty, Scott McDowell, Glenn Miller, Gail Paserba, Jennifer Pullar, Bruce Russell, Carmine Scotece, Nadine Tripodi
- Member Absent** Joe Taylor
- Also Present** Tina Fleeger, Jim Hrabosky, Jess Matonak, Nick Neupauer, Brian Opitz, Belinda Richardson, Julie Sheptak, Case Willoughby, Bonnie Morrow, Nicole Potter, Steve Ferris-*Butler Eagle*
- Call to Order** Mr. Kubit called the meeting to order at 12:30 p.m.
- Introduction of Guests** Dr. Neupauer called roll.
- Agenda** Mr. McCafferty moved to accept the revised agenda. Motion Carried.
- Minutes** The minutes of the April 21, 2021, board meeting were approved as presented.
- Treasurer's Report** Jim Hrabosky reviewed the April Operating and Capital Funds Budget Summaries as well as the enrollment comparison reports for spring and summer 2020 and 2021.
- Public Comment** None
- President's Report** Dr. Neupauer reported on the following:
State and Federal Activities
-The Council of Presidents continues to work with the PA Commission for Community Colleges on the state budget ask. The 15 community colleges are asking for a five percent increase. We currently get approximately \$8.6 million. This would mean \$430,000 additional.
-There is much talk about free community college education and there is a lot to figure out about what free means. The presidents are delighted that community colleges seem to be in the forefront of this administration. The presidents will work with the PA Commission and ACCT on learning more.
College Activities
-Congratulations to Dr. Belinda Richardson, Dr. Case Willoughby, Dr. Josh Novak, Sharla Anke and Amy Pignatore for receiving the 2020 Best Practices in Student Retention award for their paper, Crafting a Culture of Student Success. It was

presented at The National Symposium on Student Retention at the University of Oklahoma. It is currently a White Paper for The Consortium for Student Retention Data Exchange.

-Yesterday was a great Commencement. Thanks to Brian McCafferty, Robi Lombardo and Commissioner Kevin Boozel for their attendance. Seven walk-through ceremonies were held throughout the afternoon. It was a picture-perfect day. The success of this model is an opportunity to review our Commencement practices. This will be discussed over the summer. Thank-you to the *Butler Eagle* and Steve Ferris for the media coverage.

-The Nurses Pinning Ceremony was held on May 7.

-BC3 hosted the Stock Market Game. It marked the first event held on-campus in 14 months. Elementary, middle and high school students were on our campus for the event.

-The Amy Wise CCLC is accepting registrations for the fall.

-We are moving forward with Hope Nights with five events scheduled.

-The Downtown Lunch & Learn series is currently being scheduled.

-The CDC and Governor Wolf recently announced the lifting of some COVID-19 restrictions. It is expected we might be more aggressive in upping our campus presence in June rather than the original July 1 date. A greater campus presence is expected to be launched at the June 16, board meeting.

Mr. DeFurio reported Butler Health System has plenty of vaccines available. They are willing to administer shots on the Main Campus.

Executive

No report.

Finance

Mr. McDowell reported the committee met on May 18. Agenda items included:

- Data Security

Matt Miller presented information on what the College has done based on recommendations that were cited in the IT Security Audit conducted in February 2020:

Improved firewalls, outsourced data storage to the Cloud, improved security for laptops and wireless access points and changed password procedures. Mr. McDowell congratulated Matt and his team for a great job.

- Technology Agreements

Softdocs - We are still paper-intensive as it relates to work flow.

Softdocs is the next step to improving electronic processing campus-wide. Five proposals were received and Softdocs was recommended.

We may possibly prepay the five-year total with federal funds (RESCUE Act) because this meets the requirement of how the money should be spent.

Ellucian student account software is the backbone of the College. BC3 converted to Ellucian in 2012. This is a seven-year agreement vs. the

current five-year agreement. Thanks to Jim Hrabosky for his work on the Ellucian agreement.

Motion-Ellucian Software Agreement

Mr. McDowell moved to enter into a seven-year Software General Terms and Conditions Agreement and a Software Support Services Order Form with Ellucian for a total cost of 1,415,101 over seven years. Motion Carried.

- DPH Architecture Agreement

In our Facilities Master Plan, our architects looked at deferred maintenance. A number of exterior stairways, walls and ramps need to be addressed structurally. The cost of the schematic design, etc. is \$27,500. The estimated cost of the project is \$200,000-\$225,000 and will be paid with capital budget monies.

Resolution 21-02-Architectural and Engineering Service for Redesign, Replacement and Construction of Stair, Ramp and Sidewalk Areas

Mr. McDowell moved to accept a proposal submitted by DPH Architecture, Inc. of Canfield, Ohio, for architectural and engineering services for redesign, replacement and construction of stair, ramp and sidewalk areas on the Main Campus in an amount not to exceed \$27,500. Motion Carried.

- 2021-22 Draft Budget

Jim Hrabosky presented the draft budget. It will be brought to the board for action at the June meeting. There are still a number of unknowns that Nick and Jim are carefully analyzing.

Facilities

Mr. Miller thanked Brian Opitz and the Operations staff for preparing the campus for Commencement. The College community came together for a gorgeous event.

Personnel

Ms. Pullar reported the committee met today to discuss personnel issues. No action will come from the meeting.

Academic Assessment No report.

Quality Assessment

Mr. Scotece reported the committee met on April 27, to discuss the five-year review cycle for the College Mission, Vision and Goals statements.

Dr. Neupauer reviewed the review cycle:

- The College community participated in a survey.
- A Mission, Vision and Goals committee was appointed. They reviewed the current Mission, Vision and Goals statements. After reviewing the survey results, the committee offered tweaks.

- Cabinet reviewed the proposed statements.
- The Quality Assessment committee reviewed the proposed statements.
- The Quality Assessment committee endorsed the proposed statements as is and will be presented to the full board in June for approval.

Mr. Scotece thanked the trustees for 100 percent participation in the Board Self-Assessment. Responses will be shared with the trustees.

Foundation

Dr. Neupauer reported on the following:

-The search for the Executive Director of the BC3 Education Foundation and External Relations is underway. Thanks to co-chairs, Jim Hrabosky and Jess Matonak, and also the HR staff.

-Foundation staff are working on a number of donations that were received.

-Golf outing sponsorships are coming in.

-A Finance committee meeting will be held soon to discuss the scholarship spending rates.

-The next Foundation board meeting is scheduled for June 3.

Alumni Council

No report.

Old Business

None

New Business

Motion – 2021-22 Officer Nominations

Ms. Tripodi moved to nominate the following:

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| Chair | Joe Kubit |
| Vice Chair | William DiCuccio |
| Secretary | Glenn Miller |
| Treasurer | Scott McDowell |

Ms. Paserba moved that the nominations be closed. Motion Carried.

Executive Session

An Executive Session was held from 1:13-1:41 p.m. for the purpose of discussing personnel matters.

Adjournment

The meeting adjourned at 1:41 p.m.

Jennifer Pullar
Secretary