

## **Minutes of Regular Meeting**

### **BCCC Board of Trustees**

**December 4, 2024**

#### **Steffler Board Room, BC3 Main Campus**

Members Present	William DiCuccio, Vicki Hinterberger, Joe Kubit, Gordon Marburger, Scott McDowell, Glenn Miller, Gail Paserba, Jennifer Pullar, Bruce Russell, Carmine Scotece, Joe Taylor, Nadine Tripodi, Ken DeFurio, Kim Geyer, Brian McCafferty
Members Absent	Robi Lombardo
Also Present	Megan Coval, Tina Fleeger, Jake Friel, Jess Matonak, Brian Opitz, Belinda Richardson, Josh Novak, Amanda Fleming, Kristen Schooley, Zach Zimmerman- Butler Eagle, Sara Reed- Maher Dussel
Call to Order	Mr. Joe Kubit called the meeting to order at 12:32pm
Agenda	Ms. Paserba moved to accept the agenda. Motion Carried.
Minutes	<p>The minutes of the October 16, 2024, regular board meeting were accepted as presented.</p> <p>The minutes of the November 12, 2024, special board meeting were accepted as presented.</p>
Introduction of Guests	Ms. Jessica Matonak introduced guests.
Treasurer's Report	<p>Sara Reed of Maher Duessel CPAs presented an overview of the 2023-24 audit. A detailed review was presented to the Finance committee on November 26. The audit received an unmodified opinion which is the best result. Jake Friel thanked everyone who worked to provide information for the auditors during this process.</p> <p>Jake reviewed the November 2024 Operating, Capital, Restricted and Federal/State grant Funds Budget Summaries. He also presented enrollment comparison reports for fall 2023 and 2024 and for spring 2024 and 2025. The Treasurer's Report was accepted as presented.</p>
Public Comment	None

## President's Report

Ms. Megan Coval reported on the following:

**State Board of Higher Education Update:** The newly formed State Board of Higher Education held its second meeting at the end of October. The Board is divided into four subcommittees, including: Strategic Planning; Transfer of Authority; Data Systems; and Bylaws. Dr. Kate Shaw, current Deputy Secretary for Higher Education at the Pennsylvania Department of Education (PDE) will serve as the State Board's Executive Director.

**PACC Advocacy Begins:** The Pennsylvania Commission for Community Colleges (PACC) has formalized its advocacy agenda for the 25-26 state budget request. The community college sector will request a 6 percent increase to its operating budget, a 6 percent increase to its capital budget, and specific funding for non-credit workforce development and public safety training. A formalized advocacy campaign will be coordinated in the early part of the year. This will include both visits to Harrisburg and coordinating locally with state lawmakers.

### College Activities

Construction for the Dr. Robert L. Paserba Teaching and Learning Lab is underway.

BC3 had its preliminary Middle States visit with Dr. VanWagoner in early November.

The Western Pennsylvania Community College Leadership Institute presented their final projects on Friday, November 22 at the Treedale County Club. Congratulations to the BC3 team on their presentation and a job well done.

We are at the end of the Fall 2024 semester with final classes this Friday and finals next week.

Tuesday, December 3 was Giving Tuesday and Vintage partnered with the BC3 Pioneer Pantry to donate \$1 of every specialty coffee sold to the pantry.

Executive

No report

Finance

Mr. McDowell reported the committee met on November 26. Topics discussed were the State Public School Building Authority Loan Request, Ideal Integrations-Cortex Security, Ellucian Insights Software Agreement and the audit. Jake Friel provided additional information for the motions and resolutions. Mr. McDowell thanked Jake and his team for all their work on the audit.

**Motion 2023-2024 Audit**

Mr. McDowell moved to accept the 2023-2024 audit as prepared by Maher Duessel CPAs. Motion Carried.

**Resolution 25-07 State Public School Building Authority Loan Request**

Mr. McDowell moved to undertake the financing of \$107,000 for the purchase of equipment/technology including but not limited to: computer equipment, security equipment, professional services, and software from the State Public School Building Authority's revolving loan fund. The maximum term of the loan is five years with interest to be calculated at 3.5 percent fixed. Motion carried.

**Resolution 25-08 Ideal Integrations-Cortex Security Agreement**

Mr. McDowell moved to approve the proposal received in the amount of \$459,683.80. Ideal Integrations out of Pittsburgh, PA., will provide security as a service and licensing for a contract period of four years. Licensing is for Endpoint detection and response.

**Motion Ellucian Software Agreement**

Mr. McDowell moved to approve entering into a four-year Cloud Software Agreement with Ellucian. Motion carried.

Facilities

No Report

Personnel

No Report

Academic Assessment

Mr. Russell reported the committee met today prior to the board meeting. Topics discussed:

- Middle States Update
- Academic Assessment update
- Program Review
- Update on Tenure/Advancement in Rank
- Academic Program Analysis update

A date will be scheduled for program reviews after the new year. There are a total of 9 program reviews to be completed.

## Quality Assessment

Mr. Scotece reported that the committee met on November 19 to discuss the 2024-2025 Strategic plan outcome.

Goals met 78.8%

On Track 18.2%

Not met 1.5%

Delayed 1.5%

None were revised or eliminated.

Highlights and key accomplishments for each pathway were addressed in the meeting.

There are examples in the committee minutes for each pathway. Thank you to the administration, faculty and staff.

Board assessment and goals were also reviewed and discussed. Looking to shorten the assessment and this will be provided to the board prior to the holiday.

Mr. Scotece moved to approve the College moving forward with the Middle States Commission on Higher education's substantive change process for the relocation of BC3 @ Lawrence Crossing additional location. Motion carried.

## Foundation Report

**Pioneer Pantry Holiday Meal Boxes:** Thanksgiving meal boxes were distributed to 78 individuals and Winter Holiday Boxes will be distributed prior to Finals Week (December 4-5). The team packed 85 boxes per holiday and will provide additional recourse to accommodate students over the extended academic break. Special thanks to the following for awarding the BC3 Education Foundation grant money for the Pioneer Pantry holiday boxes – \$3,000 from the Butler County Bar Association, \$500 from the Butler AM Rotary, and \$500 from Butler PM Rotary.

### **2025 Annual Employee Campaign Fundraising Efforts:**

The Annual Employee Campaign will kick off on December 2<sup>nd</sup>. In 2024, nearly \$26,000 was raised by BC3 employees and the campaign placed an emphasis on Pioneer Athletics. In 2025, we will encourage donations toward unrestricted funds, the Dr. Robert L. Paserba Learning Lab, and the Early College Pioneers Program.

**Audit:** The Foundation underwent its annual audit in late-September. The IRS Form 990 was also completed while the auditors were on site. The auditors presented the audit results to the Foundation Board's Finance Committee earlier today (11/14/2024).

Adjournment

The meeting adjourned at 1:12pm.

*Glenn T. Miller*

Glenn Miller  
Secretary