



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: October 13, 2011
Time: 1:30 P.M.

PRESENT:

J. Peter Dominick, Presiding
Dr. Frederick Breitenfeld, Jr.
S. W. Calkins
James M. Dancy
Blake Eisenhart
Frank Fazzalore
Elizabeth Fineburg
Frederick Gudknecht

Elizabeth Graver
Otto Grupp III
Madeline Kemper
Garney Morris
Bernard O'Neill
Thomas Skiffington
Jeffrey Garton, Esq
Dr. James Links

ABSENT: Carol Mignoni-Ferguson

The meeting was called to order at 1:35 PM by Mr. Dominick.

Mr. Dominick announced that earlier in the day the Board of Trustees met in executive session to discuss personnel, labor relations, and real estate matters.

Upon motion by Mr. Eisenhart, seconded by Mr. Morris, the minutes of the September meeting were approved.

STUDENT GOVERNMENT REPORT

Katelynn Coffman, Student Government President, reported that all three campuses have been busy hosting events to engage and entertain students. On September 29 the Lower Bucks Campus held a *Philly Day* which featured cheese steaks, soft pretzels and Phillies' cheers. Students are looking forward to the *Show Me What You've Got* Challenge planned for October 28; proceeds of the event will benefit the Cancer Foundation.

Students at the Upper Bucks Campus are able to get involved with the four new or reactivated student clubs. The Community Service Corps held its first activity recently which benefitted the Big Brothers, Big Sisters of Bucks County. Habitat for Humanity has attracted twenty-five

students interested in the Spring 2012 trip and sponsored a car wash on October 9 which raised \$400 for the effort.

On the Newtown campus six new or reactivated students are available for students. Cancer awareness has been spotlighted during October through numerous activities including dodge ball tournament, campus stroll and sale of tee shirts. On October 11, *National Coming Out Day*, students were able to post their thoughts on a "Proud to be Me" board provided by the Open Door Club. This evening students will participate in a homeless awareness sleep out overnight.

PRESIDENT'S REPORT

Dr. Links reported that the College received a complimentary letter from a faculty member at Temple University praising the efforts of Walt Puchalski and other staff members in hosting another highly successful Faculty of the Future Conference.

College alumna, Chef Beth Denise, recently made the news for her role in developing the chef apprentice program at Burlington Community College.

Professor Chris Bursk added another award to his collection when he was chosen the winner of the Allen Ginsburg Poetry Competition sponsored by Passaic County Community College. Professor Emeritus Lyle Rosenberg was featured in a *Philadelphia Inquirer* article referencing the inclusion of the Tyler Gardens in a new book highlighting exceptional gardens on the east coast.

Staff members to be commended include Dean Maureen McCreadie, who has been elected Vice Chair of the National Council for Learning Resources of the American Association of Community Colleges. The Marketing department staff were also honored for their efforts in designing an award winning logo which was recognized by the National Council for Marketing and Public Relations.

In conclusion President Links noted that the College was pleased and honored to host the County Commissioners on campus during July when their State of the County report was presented as part of a meeting sponsored by the Lower Bucks Chamber of Commerce.

CHAIR'S REPORT

There was no report from the Chair.

FOUNDATION REPORT

Trustee Garney Morris reported that the Golf Outing was held on October 3 and netted \$46,000 to benefit the Foundation Request for Support Grant Program. During the same week the Salute to Mother's Tea attracted a great crowd and raised \$10,000, representing a 50% increase from the previous year.

Mr. Morris reminded attendees of future events including Show Some Heart, in conjunction with the Grundy Foundation, on October 14 at the Lower Bucks Campus, and a Finance Seminar on October 20 on the Newtown Campus.

Finally, Mr. Morris noted that Hank Van Gluck, Esquire, has been appointed to the Foundation Board.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Thomas Skiffington, Chair

There was no committee meeting this month.

ACADEMIC AFFAIRS COMMITTEE – Dr. Frederick Breitenfeld, Chair

Carol Mikulski, Executive Director, Continuing Education and Rick Snyder, Camp Coordinator presented highlights from the Kids on Kampus report. The highly successful camp program grew in registrations this year despite a down economy. Part of the popularity of the camps is attributed to the flexibility to register for the weeks desired without a long term commitment. The uniqueness of topics is also a plus with areas such as Lego animation and robotics to engage children. Thanks to the efforts of staff, the camp program is now accredited by the American Camp Association which is an indicative of the high quality of both programming and staff training and competence.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Blake Eisenhart, Chair

Vice President Barbara Yetman described the Middle States accreditation process which occurs every ten years. The College evaluates itself against the Middle States fourteen Standards of Excellence, which assess institutional and educational effectiveness. Faculty and staff have completed the draft report, for the first seven standards, which is available for review on the trustee portal. Town meetings are being held on all campuses to solicit faculty and staff feedback. The completed draft must be sent to the Team Chair, Dr. Steve Rose, Passaic County Community College, prior to his scheduled preliminary visit on November 16. Dr. Linksz further clarified that the Middle States process is one of internal review, the results of which become public only after the Middle States Commission on Higher Education has taken action in June 2012.

Next Ms. Yetman reviewed the third week enrollment report and noted that it reflected little change from the preliminary data. Enrollment is down 7.3 % in FTEs and 5% in students, indicative of the loss in fulltime students, a change which was noted by most of our peer community colleges across the state. Some early analysis demonstrates that while the number of high school graduates declined 2% in our sending school districts, our percentage yield was also lower leading to a compounding effect on enrollment. There is also anecdotal evidence to support later acceptance by four year schools as a possible contributing factor to the decline in students. More study is needed to identify trends but the Levittown area was one which had a significant drop in number of students enrolling. Staff also noted decline in some program areas such as nursing and education while others including accounting, paralegal and engineering seemed to gain in popularity.

Efforts planned to mitigate the enrollment decline include a Fall Open House on Saturday, October 22 which has already attracted significant registration. Outreach efforts will also be made to former campers who are now of college age and to area employers to share information regarding new program offerings appropriate to their business type. Additionally, more onsite high school recruitment activities will be coupled with a continued high electronic marketing presence. E marketing efforts have proven to be cost effective and have the added benefit of generating reports for analysis.

FINANCE COMMITTEE – James M. Dancy, Chair

Upon motion by Mr. Dancy, seconded by Ms. Fineburg, the Board of Trustees approved the following bid awards :

- **HVAC balancing contract for Library renovation to Floor & Sterling, Inc. for \$26,190.**
- **Swimming pool upgrade general contractor to Walter Brucker, Inc. for \$353,450.**
- **Tyler Hall kitchen replacement of concrete slab and Cafeteria loading dock steps to Twining Construction, Inc. for \$12,940.**

Upon motion by Mr. Dancy, seconded by Mr. Morris, the Board of Trustees approved the following other contracts:

- **Building Risk Insurance for the Newtown Commons project to Ohio Casualty Insurance, Co. for \$13,224.**
- **Mail processing equipment lease to ITS/Neopost Mailing Systems, Inc. for \$82,467 for 63 months.**

The Board of Trustees deferred action on the following items: Newtown campus exterior lighting and swimming pool upgrade electrical contracts as well as the construction manager for the Newtown Commons project.

Upon motion by Mr. Dancy, seconded by Mr. Morris, the Board of Trustees approved the new Federal Debarment policy.

Financial statements for the period ending September 30, 2011 were provided for review.

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

Upon motion by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees approved the release and settlement for case #11-1821 (E. D. PA) in the amount of \$10,000.

Upon motion by Ms. Fineburg, seconded by Mr. Morris, the Board of Trustees approved the settlement of a four year contract from August 2010-August 2014 with the BCCC Federation of Teachers Local 2238 AFL-CIO and authorized the President of the College and Chairman of the Board of Trustees to sign the agreement following final review by counsel.

Current information on College staffing was provided in report format.

BOARD COMMENTS

Mr. Dominick expressed thanks to Professor John Strauss and the faculty negotiating team and the College team led by Provost Annette Conn, Vice President Dennis Matthews and counsel Jeffrey Garton. The individuals involved bargained in good faith and successfully negotiated a contract which was fair while minimizing the impact on our students.

Upon the motion being duly made and seconded, the meeting was adjourned at 2:30 PM. The next regularly scheduled meeting of the Board of Trustees will be on November 10 at 1:30 PM on the Lower Bucks Campus.

James Dancy, Secretary