



BUCKS COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Date: June 8, 2023

Time: 10:15 AM

Present:

Thomas Jennings, Chair
Richard Balukas, Ed.D. via Zoom
James Dancy
Blake Eisenhart
Frank Farry
Jamie Fazzalore
Elizabeth Fineburg
Ronni Fuchs

Shamsul Huda
William Maeglin
Linda Mannherz
Carol Mignoni-Ferguson
Carol Shelly via Zoom
Philip Wursta via Zoom
Jeffrey Garton, Esq., Solicitor
Felicia L. Ganther, J.D., Ph.D., President

Absent: Broadus Davis

Mr. Jennings called the meeting to order at 10:20 AM and led the pledge of allegiance.

Following the Roll Call, the Chair asked for a motion to approve the minutes of the May 11, 2023 board meeting

Upon motion by Ms. Mannherz, seconded by Mr. Eisenhart, the Board approved the minutes of the May 11, 2023 meeting.

Chair Jennings announced that the Board met prior to the meeting, in Executive Session, to discuss various personnel and contract issues. He then announced that the Board also met on May 22 and June 7 in Executive Session, to discuss personnel and contract issues.

CHAIR'S REPORT

Chair Jennings said one of the highlights of the public meetings this year has been the presence of students to lead the pledge of allegiance and talk about their experiences at Bucks. He said he hopes to welcome more students for this role next term. He thanked Beth and Rodney for being the booking agents for these students.

Chair Jennings then noted that the board meetings are livestreamed and posted on YouTube, and this occurs whenever there is an action meeting. He said there are many other occasions when there are committee meetings, agenda meetings, and information sessions, which are facilitated by having Zoom available for participants. He thanked Damon, Matt, and their staff for working with the Board several times each week all year long.

Mr. Jennings reported that, of the many memorable events he attended this year, the one he'll remember as the most joyous was the pinning ceremony for the associate degree Nursing Program. He said the respect and affection shown between students and faculty was inspiring, and that there was a powerful connection among them. He thanked these students, their families, and the faculty for serving our community.

Mr. Jennings then reported that the College held two spirited commencement ceremonies, and he thanked the staff who helped make them so. He congratulated the President, Administration, Faculty, and Staff for completing another successful year in the life of the Bucks community. He said the Board looks forward to next year.

In closing, Chair Jennings thanked trustees for their gifts of time and talent over the past year. He said the Board's role has evolved, and the demands on time are far more challenging. He said there is more direct engagement by the Board, which is a good thing, and what remains the same is their commitment to the College. He said the Board is filled with citizen volunteers and each one has made a difference for the good.

PRESIDENT'S REPORT

Dr. Ganther thanked all who helped make this year's Commencement ceremonies a huge success. She said it was truly one of the highlights of the year. She also thanked Chair Jennings for his leadership and guidance during the past year and all board members for their commitment to the institution. She said she looks forward to working with the Board next year.

The President then reported that Corporate College and Customized Training received a generous \$200,000 grant from the county to do customized training for small businesses that otherwise might not have the resources. She thanked the team for their hard work.

Dr. Ganther reported that The Center for Workforce Development launched the first of four Entrepreneurship cohorts. She said this grant funded program combines the basics of entrepreneurship education with one-on-one coaching and a chance to pitch for StartUp Bucks, an organization created by and for entrepreneurs to support new and existing startups, driving economic and cultural growth in and beyond Bucks County.

The President announced that the College's 2023-2024 Perkins application was approved by the PA Department of Education's Bureau of Career and Technical Education. She thanked Dr. Kelleway, Mr. Seutter and Dr. Smallacombe for their hard work in seeing this through.

Dr. Ganther reported that *Astronomical: Gazing Inward and Beyond* is currently on display in the Hicks Art Gallery. She said it looks at celestial bodies of constellations and galaxies since Mesopotamian times as source material for the artwork. The President noted that gallery hours are M-TH from 9:00 a.m. to 4:00 p.m.

The President then reported that The Faculty of the Future Conference was held virtually on June 2 with nearly 300 attendees from colleges and universities across the country. Dr. Audrey Murrell provided the keynote address titled “Developing a High Impact Mentoring Program”. Conference coordinators Jackie Burger and Greg Luce, along with Damon Hunnicutt, managed the event.

Dr. Ganther reported that the College’s new Student Events Coordinator, Naomi Thompson, started on May 10. Naomi is a former student at Bucks and joins the College after working at Cairn University. She said we are delighted to have her with us to further enhance our student organizations, engagement, and activities.

The President asked attendees to mark their calendars for New Student Convocation, which is scheduled for 3:00 p.m. in the Gymnasium on August 31.

She then shared exciting results from the EdAmerica initiative, showing that the total recapture rate for the year is 406 students, resulting in \$881,688 total tuition dollars gained. A snapshot of the data is in the chart below.

	# Students	% of Total	Total Credit Hours Gained	Total Tuition Dollars Gained (In-County Tuition + Activity Fee + Technology Fee)
Total Recapture Rate (Unduplicated Headcount)	406	12.9%	4,322	\$881,688
Enrolled in Fall	251	8.0%	1,636	\$333,744
Enrolled in Winter	32	1.0%	109	\$22,236
Enrolled in Spring	259	8.3%	1,873	\$382,092
Enrolled in Summer	91	2.9%	417	\$85,068
Enrolled in 2023 Fall	39	1.2%	287	\$58,548

Athletics

The President reported that Centurions Baseball headed back to Dubois, PA for the second year in a row to participate in the 2023 USCAA Small College World Series. Bucks was selected as the second seed in the 10-team tournament, had a first-round bye, and a huge first game win over Salem University. She said we were unable to continue the momentum and exited the tournament early in the Consolation rounds. The Centurions had a record-breaking regular season with 31 wins and 12 losses.

She also noted that the Athletic Department hosted two Bucks County Senior Games in the gymnasium for active Seniors in the county. She said the College hosted approximately 60 participants for cornhole on May 30 and June 1, and 30 participants for table tennis. The participant ages range from ages 50-90. The Bucks Athletic Department has been a member of the Senior Games Planning Committee for over five years.

Veterans Affairs

Dr. Ganther reported that the Veterans Club recently hosted a wonderful Meet and Greet. It was an opportunity to connect with veteran and military-connected students. She said we had visits from our County Commissioner Diane Marseglia, Academic Deans and Student Affairs leaders.

She then reported that Brian Grudzinski and Al Sigafos have been working on establishing relationships in the community and strengthening support for new veteran and military connected students. She said we've laid the groundwork with our Student Engagement Office for a military-connected student orientation and with our Academic Success Center for tutoring, and mentoring. Plans are in place for a county-wide Veterans Open House this summer.

Dr. Ganther said we've also formed a new relationship with the Air Guard Station in Willow Grove, PA. Bucks hopes to recruit and connect with prospective students and their families. The goal is to make them aware of Bucks, our programs, and the resources we offer.

The President closed by saying she was pleased to announce that Dr. Kelly Kelleway accepted the position of Provost, and Ms. Tracy Timby accepted the role of Vice President of Workforce and Special Projects. She thanked them both for taking on these leadership roles.

PUBLIC COMMENT

There was no public comment at this time.

COMMITTEE REPORTS

ANNUAL CURRICULUM REPORT – Dr. Kelleway

Provost Kelly Kelleway reviewed the following programs which were approved for five years: Cinema Video Production, Music, Business Administration, Social Media & Digital Marketing Certificate, Technical Entrepreneurship, Health Information Technology, Health Science, Nursing, Phlebotomy Certificate, Journalism, Biomedical Sciences, Engineering Technology, Mathematics, Pre K-4 Early Education, and Secondary Education: History.

Dr. Kelleway also reviewed and recommended for three-approval were the following: Emergency Management, Emergency Management Certificate, and Neuroscience.

Programs recommended for addition were the following: Creative Arts & Entrepreneurship Certificate, Theater Arts, Management Certificate, Occupational Therapy, General Education Certificate, General Studies, Advanced Technology, Advanced Technology Certificate, and General Education Certificate – STEM.

Dr. Kelleway recommended the following programs for deactivation: Applied Photography Certificate, Fine Woodworking, Web Design and Multimedia Certificate, and Meeting, Convention, and Event Planning Certificate. Dr. Kelleway reported that none of the program deactivations will result in a negative impact on faculty and their ability to make load.

CORPORATE COLLEGE & CUSTOMIZED TRAINING – Mr. Reil

Mike Reil, Director of Business Development, gave a presentation on Corporate College and Customized Training. He said the department is charged with helping business partners meet their objectives through targeted training and development. Mr. Reil reported that there were 1,622 course registrations during the 2022-2023 fiscal year, which was a 4% increase over the prior year. He reported that the current run rate for customized training revenue this year is \$789,000, an increase from \$625,000 in 2022. He said that, for this year, after salaries, benefits and other expense projections, net profits should be approximately \$269,000, which equates to a 152% return on investment. Mr. Reil reported that their five programmatic areas include professional development/business skills, employee & industrial safety, corporate college, consulting, and coaching.

Dan Loeper, Director of Business Development, then gave a high-level overview of a strategic planning session scheduled the next day with the Foundation Board, to foster a sense of investment with the planning process. He noted that building relationships is critical to the success of the group.

Trustees asked if the department has the capacity to do training nationwide. Mr. Reil said they are not restricted to the Bucks County area and are willing to go anywhere where there are opportunities.

FINANCE AND OPERATIONS COMMITTEE – Tom Jennings

Mr. Jennings noted that the Finance Committee met six times in the past three months to put forward a conservative, realistic budget. Mr. Niels Christensen, CFO, presented the FY2024 balanced budget of \$79,882,317. Senator Farry said he feels the College is doing the right thing by keeping projected state funding flat from last year, with hopes that if additional funding comes in it will be a nice surprise. Mr. Christensen then gave an overview of the four IT

contracts listed on the Consent Agenda, and Mr. Jennings gave an overview of the 2023-2024 insurance renewals and noted that salary increases for FY2024 were part of the proposed budget.

GOVERNANCE COMMITTEE – Elizabeth Fineburg, Chair

Ms. Fineburg reported that the Governance Committee met to review the Policy for a Tobacco & Vape Free BCCC, which is on today’s Consent Agenda. She said the committee is in full support of the policy with a suggested change that the start date for the policy be moved up to January 1, 2024. Ms. Fineburg said the committee was impressed by the addition of educational information included in the policy. Ms. Tina Permar, Health and Fitness Coordinator, thanked the team of people who worked to make the policy become a reality and thanked the Board for their support.

Ms. Fineburg then presented the proposed slate of Board officers for 2023-24 as recommended by the Governance Committee.

Chair	Thomas J. Jennings
Vice-Chair	Dr. Broadus Davis
Secretary	Elizabeth Fineburg
Assistant Secretary	Shams Huda
Executive Committee	Carol Mignoni-Ferguson

Chair Jennings called for any nominations from the floor. There being none, Mr. Jennings called for a motion to close nominations. The motion was made by Mr. Eisenhart and seconded by Mr. Dancy with all voting affirmatively.

Upon motion by Ms. Fineburg, seconded by Mr. Dancy, the Board of Trustees voted unanimously to elect the slate of officers as presented.

Mr. Jennings thanked his fellow trustees for their support and participation in this process.

CONSENT AGENDA – Mr. Jennings, Chair

The Chair announced that all action items would be considered on the Consent Agenda unless a Trustee requested that an item be removed for specific discussion and individual action.

Upon motion by Mr. Dancy and second by Ms. Fuchs, the Board of Trustees approved the following items as set forth on the Consent Agenda:

Other Contracts

- ITS – Firewall Annual Maintenance
- ITS – Network Equipment Annual Maintenance
- ITS – Ten-Year Network Upgrade – Phase 3
- ITS – Systems Hardware Support Maintenance Renewal

Other Actions

- FY 2024 Budget
- Insurance Renewal 2023-2024
- Salary Increases for FY2024
- Policy for a Tobacco & Vape Free Bucks County Community College
- Annual Curricular Actions

Summer Action by Executive Committee

BOARD COMMENT

There was no Board comment.

ADJOURN

Upon the motion to adjourn being duly made and seconded, the meeting was adjourned at 11:36 A.M. The next regularly scheduled meeting of the Board of Trustees will be held at the Newtown Campus on September 14, 2023, at 10:15 AM.

William Maeglin, Secretary