



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: June 16, 2011
Time: 1:30 P.M.

PRESENT:

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

Elizabeth Graver
Otto Grupp III
Madeline Kemper
Thomas Skiffington
Thomas Hecker, Esq.
Dr. James Links

ABSENT: S. W. Calkins, Carol Mignoni-Ferguson, Garney Morris, Bernard O'Neill,
Jeffrey Garton, Esq.

The meeting was called to order at 1:45 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. Skiffington, the minutes of the May meeting were approved.

STUDENT GOVERNMENT REPORT

There was no student government report.

PRESIDENT'S REPORT

Dr. Links thanked all who attended the many recent milestone events including Honors Convocation, Commencement, Nursing Pinning, PSTC graduation and Chef's Apprentice Dinner. Each of these events celebrates the success of our students in attaining their goals and is a source of great pride and accomplishment.

Dr. Linkszt announced the selection of Fran Orlando, Department of the Arts, as the College nominee to the YWCA for their Women Who Make a Difference recognition and award. Trustee Tom Skiffington was honored by the Boy Scouts of Bucks County for his contributions to that organization.

The local publication, *Destination Newtown*, recently featured coverage of emeritus faculty member Lyle Rosenberger's book on the Tyler Mansion formal gardens. Also in the news was Richard Mohamed, a graduate of the Associate Degree Nursing Program, who was featured in a *Philadelphia Inquirer* article focusing on students who began their academic careers in developmental courses and overcame obstacles to achieve success.

President Linkszt discussed other notable activities including the contributions of the Photo Club to a Fox Chase Cancer publication and the launch of the Encore Career Institute targeted at those age 55 and better.

Finally, Dr. Linkszt noted the passing of Bill Moyer, former trustee and trustee chairman.

CHAIR'S REPORT

Upon motion by Mr. Dominick, seconded by Mr. Fazzalore, the Board of Trustees authorized the Executive Committee to act on behalf of the Board of Trustees regarding contractual matters, excepting those outlined in the bylaws (Article IV-I) but including pending labor agreements during the summer months of 2011. Further, that such actions shall result in email notification to all Trustees in advance of any such Executive Committee action.

Upon motion by Mr. Dominick, seconded by Dr. Breitenfeld, the Board of Trustees authorized the Executive Committee to act on behalf of the Board of Trustees in reviewing and approving final recommendations for professional service contracts for architecture, engineering, construction and health insurance brokerage services during the summer months of 2011. Further, that such actions shall result in email notification to all Trustees in advance of any such Executive Committee action.

FOUNDATION REPORT

Tobi Bruhn reported on the success of the recent annual Tyler Tasting Party and the John Long Scholarship fundraiser which was hosted by Foundation board member, Ed Wilusz.

Mr. Bruhn also thanked the following firms for their pledged sponsor support of the upcoming August 22 golf outing: legal firms Begley, Carlin & Mandio and Fox Rothschild, as well as architectural firms KCBA, Spiezle and Schrader.

In closing Mr. Bruhn described the current Foundation staff project to bring the scholarship application process online by Spring 2012.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Carol Mignoni-Ferguson, Chair

In Ms. Mignoni-Ferguson's absence, Ms. Kemper chaired the meeting.

Vice President Barbara Yetman explained that this policy revision is in response to recent legislation enacted by the state which requires that educational institutions provide programs to increase awareness of sexual assault and advise victims of their rights.

Upon motion by Ms. Kemper and seconded by Mr. Gudknecht, the Board of Trustees approved the Sexual Assault Victims' Bill of Rights as an addendum to College Policy 3.13 Sexual Assault.

ACADEMIC AFFAIRS COMMITTEE – Dr. Frederick Breitenfeld, Chair

Dean Catherine McElroy presented an overview of the curricular actions and noted that the program changes will better meet student learning needs and increase ease of transfer.

Upon motion by Dr. Breitenfeld, seconded by Ms. Fineburg, the Board of Trustees approved the addition of programs of study Criminal Justice Transfer Program #1189, Environmental Science Transfer Program #1188 and Recreation Leadership Certificate Program #3190, as well as the deactivation of Correctional Administration Transfer Program #1021 and Police Administration Transfer Program #1020.

Provost Annette Conn presented the annual grant report and noted that the College has secured its first National Science Foundation grant.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Blake Eisenhart, Chair

Vice President Barbara Yetman reviewed the goals of the eight projects for which funding approval was being sought. They include the following: High School Bridge, Desktop Virtualization of Select Computer Labs, Developing a Non-Credit/Credit Crosswalk, Learning Management System Faculty Peer Mentoring, College Speaker Series, Tutor Mentoring, Environmental Engineering Study and Information Security/Privacy Education.

Upon motion by Mr. Eisenhart, seconded by Mr. Skiffington, the Board of Trustees approved the Strategic Initiatives for 2011-2012.

FINANCE COMMITTEE – James M. Dancy, Chair

Upon motion by Mr. Dancy, seconded by Mr. Gudknecht, the Board of Trustees ratified the approval by the Board of Trustees' Executive Committee to complete the Boiler Room sewer line emergency repair by K. E. Seifert Inc., of Langhorne, PA, in the amount of \$15,765.

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

- **Duplicating paper to Contract Paper Group, Inc. for \$2.69 per ream.**
- **Fall 2011 non-credit course brochures to Engle Printing, Inc. for \$32,509.**
- **Contractors for Newtown Campus Library renovations:**
 - **General contractor - Walter Brucker & Company, Inc., for \$917,472.**
 - **Electrical contractor – McGoldrick Electric, Inc., for \$719,540.**
 - **Mechanical/HVAC/plumbing contractor – B & S Sheet Metal, Inc., for \$383,784.**

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

- **Authorization for Bucks County Community College to enter into member node agreement with the KINBER statewide network.**
- **Trash and recycling services to George Leck & Sons, Inc. for \$79,750 for five years.**
- **Organic waste disposal to Suburban Waste Services, Inc. for \$72,750 for five years.**

Upon motion by Mr. Dancy, seconded by Ms. Fineburg, the Board of Trustees approved the following sole source contracts:

- **Apple computer lease to Apple Financial Services, Inc. for a three year total of \$86,118.**
- **Extended service agreement to Datatel, Inc. for \$149,400.**
- **Online training library to Datatel, Inc. for \$54,000 for three years.**

- **Electronic document management system to Perceptive Software, Inc. for \$198,530 total project cost with annual support and maintenance fees of \$11,814.**
- **Spectrophotometer to picoSpin, Inc. for \$18,540.**
- **Web Advisor software program additions to Ferrilli Information Group, Inc. for a total cost of \$45,000 with \$7,500 annual maintenance costs of \$7,500.**

Upon motion by Mr. Dancy, seconded by Ms. Graver, the Board of Trustees approved the award for property and casualty insurance coverage for the period July 1, 2011 through June 30, 2012 to Paist & Noe for the estimated renewal premium of \$533,758.

Upon motion by Mr. Dancy, seconded by Mr. Grupp, the Board of Trustees adopted the fiscal year 2011-12 balanced budget of \$83,783,705 and also the balanced budget for the Emergency Services Training Center of \$2,235,582, for a total balanced budget of \$86,019,287.

Mr. Dancy also reported on three change orders which resulted in savings over the contract amount originally approved by the Board.

Financial statements for the period ending May 31, 2011 were provided for review.

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the new Good Standing policy effective July 1, 2011.

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the new Corrective Action Process policy effective July 1, 2011.

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved the Administrative Employee Handbook (with Article 53, Appendix A and Appendix D under review) with an effective date of June 16, 2011 through June 30, 2014.

Upon motion by Ms. Fineburg, seconded by Mr. Grupp, the Board of Trustees approved a 1% salary increase and up to 1.8% merit pool for grades 13-17, changes to the administrative salary scale of 1%, and authorized the President to make appropriate changes to contracts of senior managers at grade 18 and above, totally based on merit and not to exceed 2.8% in total.

Current information on College staffing was provided in report format.

BOARD COMMENTS

Mr. Dominick recognized Mr. Gudknecht, Chair of the Nominating Committee.

Mr. Gudknecht presented the slate of officers for 2011-2012 recommended by the committee and approved by the Board of Trustees:

J. Peter Dominick, Chair
Blake Eisenhart, Vice Chair
James Dancy, Secretary
Thomas Skiffington, Assistant Secretary
Elizabeth Graver, Executive Committee

Next, Mr. Dominick called for any nominations from the floor of which there were none.

Upon motion by Mr. Gudknecht, seconded by Dr. Breitenfeld, the Board of Trustees voted unanimously to elect the slate of officers as presented.

Mr. Dominick thanked the trustees for their continued confidence in him and remarked that he looked forward to another productive year working with the dedicated College faculty, staff and trustee team.

There were no other comments from the Board.

Upon the motion being duly made and seconded, the meeting was adjourned at 2:25 PM. The next regularly scheduled meeting of the Board of Trustees will be on September 8 at 1:30 PM on the Newtown Campus.

James Dancy, Secretary