



## BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus  
Tyler 142

Date: September 8, 2011  
Time: 1:30 P.M.

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### PRESENT:

J. Peter Dominick, Presiding  
S. W. Calkins  
James M. Dancy  
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: Dr. Frederick Breitenfeld, Jr., Blake Eisenhart, Carol Mignoni-Ferguson

The meeting was called to order at 1:30 PM by Mr. Dominick. Those assembled observed a moment of silence in recognition of the ten year anniversary of the 9/11 tragedy.

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 Ms. Fineburg, seconded by Ms. Graver, the minutes of the June meeting were approved.

### STUDENT GOVERNMENT REPORT

Katelynn Coffman, Student Government President, reported that her primary goal this year was to increase unity among the three campuses in activities and opportunities offered to the student body.

### PRESIDENT'S REPORT

Dr. Links reported that campus was busy during the summer with numerous academic sessions scheduled from May through mid-August. Celebratory events occurring during the summer were LPN and Fire School graduations.

President Linkszy noted that the approved state budget included a \$2 million decrease for the College which represented its share of the lost stimulus funding which had been built into the base budgets for all community colleges by the state. This decrease was anticipated by senior management and the current budget reflects this funding loss. The College remains vigilant as we move through these difficult financial times and begin preparations for the next budget year.

#### CHAIR'S REPORT

Mr. Dominick commented that the trustees are pleased to see another academic year off to a successful start. He reinforced that the trustees take their responsibilities very seriously and recognize the need for strong fiscal management and strategic planning to ensure that the College maintains its high standards for academics and service to our students.

Mr. Dominick also noted the board has moved to a paperless method of communication in an effort to be greener. The trustees, who are now using iPads, are very grateful to Deb Noble and the ITS staff team, in particular Rhonda Warfield and Pete Hall, for their efforts in providing technology training and support to enable this change.

#### FOUNDATION REPORT

Tobi Bruhn reported that the Golf Outing has been rained out twice but plans are in the works to reschedule for early October. Other Foundation events on the calendar in the coming weeks include: Scholarship Tea on October 6, Show Some Heart, in conjunction with the Grundy Foundation, on October 14 at the Lower Bucks Campus, and a Finance Seminar on October 20.

Mr. Bruhn also announced the funding of three new scholarships: James R. Seip, Sr. Memorial Nursing Scholarship, Jean H. Grupp Memorial Nursing Scholarship and the Detective Christopher Jones Memorial Scholarship.

In closing Mr. Bruhn noted that the Foundation has added three new board members: Dave Breidinger, Comcast, Karen Dawkins, BCCC retiree, and Ted Dorand, PECO Energy.

#### PUBLIC COMMENT

There was no public comment.

#### BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Thomas Skiffington, Chair

There was no committee meeting this month. Vice President Barbara Yetman introduced Karen Demmler who was recently hired as a part-time faculty counselor.

ACADEMIC AFFAIRS COMMITTEE – Dr. Frederick Breitenfeld, Chair

In Dr. Breitenfeld's absence Mr. O'Neill chaired the meeting and asked Dean Conn to introduce the new faculty members. New members of the MaST department are Christine Delahanty, Donna Aquavella and Anthony Maxwell. The three faculty hired in the Social & Behavioral Science are Betsy Sell, Debra Niehoff and Tanya Letourneau. Additions to Health, Physical Education & Nursing include Constance Goldman, Lori Sullivan and Kelly Recupero.

Professor Bill Ford presented the 2011 Faculty of the Future Conference report. Dr. Ford noted that the keynote speaker this year was Dr. Roberta Mayer, the Pennsylvania Case Professor of the Year.

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Blake Eisenhart, Chair

Vice President Barbara Yetman reviewed the opening day enrollment data; a final and more complete analysis of Fall enrollments will be provided at the October meeting. Enrollments are trending down in several areas including new students and full time students. Other areas to be studied further to gain understanding of factors driving the trends are: variation among high schools in students enrolling at Bucks, program specific changes, influence of out of county enrollments, and quantification of impact for targeted marketing efforts.

FINANCE COMMITTEE – James M. Dancy, Chair

**Upon motion by Mr. Dancy, seconded by Mr. Fazzalore, the Board of Trustees ratified the approval during the summer months by the Board of Trustees' Executive Committee of the following items:**

- **Braille textbook to Alternative Media Access, Inc. for \$13,535.**
- **Repair of Tyler Hall garden retaining wall to D&A Masonry Restoration, Inc. for \$121,600.**
- **New Capital Asset Management policy**
- **Lower Bucks Fire School change orders:**
  - **Site development contractor to Bencardino Excavating, Inc. for \$1,931**
  - **Fire tile contractor to E. H. Glover for \$291,422.**
  - **General contractor to Penn Builders, Inc. for \$546,599.**

- **Plumbing contractor to TMI Commercial for \$86,400.**
- **Electrical contractor to Dayspring Electric, Inc. for \$63,170**
- **General contractor to Twining Construction, Inc. for \$459,152.**
- **HVAC contractor to Gaudelling Brothers, Inc. for \$69,800.**

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

- **Prime contractors for the Gym Deck enclosure project:**
  - **General contractor to Walter Brucker & Company, Inc., for \$4,593,350.**
  - **Mechanical contractor to Worth & Company, Inc. for \$2,349,900.**
  - **Plumbing contractor to Slatts Mechanical, Inc. for \$403,500.**
  - **Electrical contractor to Dayspring Electric, Inc. for \$1,343,496.**
- **Tyler Hall windows and doors to MTD Construction, Inc. for \$167,000.**

**Upon motion by Mr. Dancy, seconded by Mr. Gudknecht, the Board of Trustees deferred action on the Gym deck construction manager contract. The Board approved the following other contracts:**

- **Asbestos removal services to USA Environmental Management, Inc. for \$21,600.**
- **Cable television advertising to Comcast Corporation for \$28,436.**
- **Renewal of Internet2 contract to Magpi, Inc. for \$72,600.**
- **Outdoor advertising for northern Bucks County to Adams Outdoor for \$17,733.**
- **Outdoor advertising for southern Bucks County to Steen Advertising for \$21,840.**

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. Dancy, the Board of Trustees approved the post-retirement program for the Administrative Employees Post-Retirement Plan as presented to be effective for the period August 1, 2011 through December 31, 2014.**

Tracey Donaldson, Executive Director, Human Resources introduced the members of the Administrative Employees' Executive Committee: Denise McCardle, Chair, Linda McCann, Vice Chair, Debora Bergen; Lauren Humphries, Secretary, was not in attendance. The AEC team members expressed their appreciation to the board for approving the administrative employee post-retirement plan.

Current information on College staffing was provided in report format.

BOARD COMMENTS

There were no comments from the Board.

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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 October 13 at 1:30 PM on the Newtown Campus.

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James Dancy, Secretary