



## BUCKS COUNTY COMMUNITY COLLEGE

### BOARD OF TRUSTEES MEETING

Date: June 10, 2021

Time: 11:30 AM

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PRESENT:

David R. Breidinger, Presiding  
Richard Balukas, Ed.D.  
Broadus Davis, Ed.D.  
Blake Eisenhart  
Frank Farry  
Elizabeth Fineburg  
Otto Grupp III  
Shams Huda

Thomas Jennings  
William Maeglin  
Linda Mannherz  
Carol Mignoni-Ferguson  
Carol Shelly  
Philip Wursta  
Jeffrey Garton, Esq  
Stephanie Shanblatt

Absent: James Dancy

Trustee virtual attendance was confirmed by roll call.

Mr. Breidinger called the meeting to order at 11:40 AM. He announced that earlier in the day the Board of Trustees met in executive session to discuss real estate, labor relations and personnel matters.

Upon motion by Ms. Fineburg, seconded by Ms. Shelly, the board approved the minutes of the May 2021 meeting.

Mr. Breidinger announced that the opportunity for public comment was available through email at [PublicComment@bucks.edu](mailto:PublicComment@bucks.edu). Comments will be shared at the end of the meeting.

#### CHAIR'S REPORT

Mr. Breidinger welcomed Dr. Felicia Ganther to the meeting and added that the entire Board is looking forward to working with her when she begins her presidency on July 1.

Mr. Breidinger thanked the faculty and staff who are retiring for their years of service and incredible work done on behalf of our students.

Mr. Breidinger extended special recognition to Dr. Stephanie Shanblatt as she attends her final board meeting. While this is a bittersweet time the Board wishes her well as she moves into her well-deserved retirement and is extremely grateful for her leadership over the past nine years in support of our students, our community and the college.

### PRESIDENT'S REPORT

President Shanblatt began by reporting that May 21 and 22 were very special days on campus as we held our annual commencement, nurses pinning, fire school graduation, Grad Fairs on all campuses and a New Students Event hosted by Admissions. Events were held outdoors at the campus drive-in style. Pulling this together took a lot of hands and brains and we owe special thanks to the individuals on the Commencement Planning Team. They contributed their varied talents from purchasing to social media to traffic control with the end result that everything went off without a hitch. Thank you to:

Carolyn Mudgett	Christina McGinley
Christine Harvie	Damon Hunnicutt
Dennis McCauley	Mark Moore
Eric Guli	Jim Sell
Martin Snyder	Matt Cipriano
Megan Smith	Rebecca Breuninger
Rodney Altemose	Samantha Walter
Urszula Zak	Kathi Fedorko

Thanks also to the many volunteers and other staff members who played a role in allowing us to celebrate their success with our students despite the limits imposed by the pandemic.

Next Dr. Shanblatt noted that spring is traditionally the time of year when we celebrate employee achievement for outstanding performance and contribution to their departments and to the college. This year we recognized the following individuals who were selected after being nominated and chosen by their peers. Congratulations and thank you to all of these deserving members of our college community.

#### Campus Support Recognition

- George Freeman, Security & Safety
- Dawn Wajda, Physical Plant

#### Classified Recognition

- Kathy Bonfig, Purchasing
- Kim Brymer, Physical Plant
- Denise Cauvin, Purchasing
- Beth Francia, STEM
- Andrew Gottesman, Library

#### Administrative Recognition

- Laura Chinn, Testing Center
- Casey Grunmeier, Admissions
- Lauren Humphries, Academic Success Center
- Maureen McCarthy, RADAR
- Sarah Shaffer, Stem

Faculty Above & Beyond Award – Professor Mandy Reilly, Counseling

Inspirational Faculty Award – Professor Kelly Sell, Business + Innovation

The President shared news that the 2021 Faculty of the Future Conference was held virtually on Friday, June 2 with almost 300 participants from colleges and universities across the nation. Gathering for the keynote speaker, Flower Darby, co-author of Small Teaching Online, as well as 31 practitioner-led sessions, attendees shared best practices and strategies for teaching and learning. Thanks to co-chairs Greg Luce and Jackie Burger for once again planning a wonderful professional development opportunity for faculty.

In Foundation news, the annual golf classic is back on course and scheduled for August 9 at noon at North Hills Country Club in Glenside. With more than half of the foursomes sold already, we look forward to reconnecting in person with our supporters. Proceeds of the golf outing support special college projects and initiatives. Such past projects included simulation equipment for the nursing program and Mental Health First Aid training. Please contact Andrew States of the foundation at [foundation@bucks.edu](mailto:foundation@bucks.edu) for more information.

The President reported that we received a \$62,000 grant to continue the work of the statewide Early Childhood Education Credential Pathways Initiative at Bucks in collaboration with Public Health Management Corporation. This grant for scholarships demonstrates the college's enthusiasm for advancing professionalization in Early Childhood Education and fostering partnerships to advance that goal and help Early Childhood Education students on their credential pathways.

In addition, the departments of Social & Behavioral Sciences and Learning Resources have been awarded a grant from the PA GOALS project to redesign three required courses in our Pre-K-4 Early Education Program to incorporate Open Educational Resources. This will significantly reduce the cost of Early Childhood higher education not only at Bucks, but for institutions across the state with similar programs, with whom these resources will be shared.

Dr. Shanblatt announced that the Rotary Club of Bristol awarded scholarships to five incoming Bucks freshman from Bristol. A total of \$6,000 was awarded and we thank the Rotary Club Scholarship Committee for their continued support of our students.

President Shanblatt congratulated the library on earning the PA Forward Bronze Star Certification. It indicates that the library has embraced the principles of PA Forward through specific types of programming and activities supporting the five key literacies which are Basic Literacy, Information Literacy, Civic/Social Literacy, Health Literacy, and Financial Literacy. Congratulations to Monica Kuna, Library Director, and her staff for achieving this designation.

In conclusion Dr. Shanblatt extended thanks to the faculty, staff and trustees who supported her in her work over the years.

Next Provost Lisa Angelo introduced Greg Luce as the Interim Dean, Business + Innovation.

## COMMITTEE REPORTS

### ACADEMIC, STUDENT & TECHNOLOGY COMMITTEE – Carol Shelly, Chair

Provost Lisa Angelo presented the annual curriculum for 2020-2021. The actions recommended for approval were as follows:

- Five-year renewal of five existing degree programs and five certificate programs
- Two-year renewal of one existing degree program
- Addition of one new degree program and two new certificate programs
- Deactivation of one certificate program

Dr. Maureen McCarthy, Executive Director, Research, Assessment, Data Analytics & Reporting, presented a report on Institutional Effectiveness which focused on the following key performance indicators: enrollment, student diversity, employee diversity, employee perception of technology, two-year student success and financial indicators. Key take-aways were:

- Credit and non-credit enrollments are declining.
- Our credit student body is more diverse than Bucks County and than our employees in terms of race/ethnicity. Employee diversity is slowly increasing.
- Employees believe the technology and tools available to them support their work.
- Our students, including those in developmental education, are more likely to be successful after two years than students at other PA community colleges.
- Our 2-year completion rate is increasing.
- Specific indicators of our financial health vary, but we perform slightly better than other community colleges on the global composite financial indicator.

Dr. McCarthy also summarized the results of an employee survey administered this semester.

- Employees are familiar with the college's mission, strategic goals, and job-related policies and processes. There is room to increase employees' familiarity with the relationship of the mission and goals to planning processes.
- Employees are having conversations about important issues in their units. There is room to increase participation in conversations about data-based decision making.
- Although most employees report having access to data they can use, there is room to increase access, understanding and timeliness of this information.
- Overall, employees perceive their workplace and the college community positively, including physical spaces, technology, data, information privacy, relationships and supports available to them.
- There is room to encourage input from employees regarding improving the work of their unit and the college and to provide opportunities for employees from different departments to get to know one another and attend college events.

### CONSENT AGENDA – Linda Mannherz, Finance Committee Chair

Mr. Breidinger announced that all action items would be considered on the Consent Agenda. Trustees were advised that if discussion were requested on any item, that item would be removed

from the Consent Agenda. Mr. Wursta indicated that he would like to remove the contract for financial auditing from the Consent Agenda to be voted on separately. Mr. Breidinger acknowledged the request and indicated that it would be addressed.

**Upon motion by Ms. Mannherz and second by Dr. Davis, the Board of Trustees approved the following:**

**Finance Committee:**

**Contract Awards:**

- |  |   |   |
|--|---|---|
| • Apple Computer Equipment                               | Apple, Inc                              | \$126,897.00  |
| • Apple Computer Lease Financing                         | HP Financial Services                   | \$2,922.87/month with 3<br>year total of \$105,223.30 |
| • Boiler House 30,000 Gallon<br>Underground Tank Removal | ERI - Environmental<br>Restoration Inc. | \$39,032.00   |

**Change Order:**

- |                                    |                      |             |
|------------------------------------|----------------------|-------------|
| • Heat Pump & Controls for CAT     | JBM Mechanical, Inc. | \$23,379.24 |
| <b>Insurance Renewal 2021-2022</b> | Gallagher Insurance  | \$629,742   |

**Summer Action by the Executive Committee**

Authorize the Executive Committee to act on behalf of the Board of Trustees regarding contractual matters, excepting those outlined in the Bylaws (Article IV-1), during the summer months of 2021. Further, that such action shall result in electronic notification to all Trustees in advance of any such Executive Committee action.

**Curricular Actions:**

**Program of Study Approvals for Five Years:**

- **Accounting & Taxation C(3176)**
- **Furniture & Cabinetmaking C(3187)**
- **Historic Preservation C(3127)**
- **Medical Assistant C(3199)**
- **Medical Coding/Billing C(3174)**
- **Biology T(1003)**
- **Chemistry T(1004)**
- **Engineering T(1028)**
- **Exercise Science T(1197)**
- **Sport Management T(1154)**

**Program of Study Approval for Two Years:**

- **Fine Woodworking T(1187)**

**Program of Study Deactivation:**

- **Early Childhood Education C(3198)**

**Programs of Study Additions:**

- **Health Coach C(3203)**
- **Patient Care Technician C(3204)**
- **Public Health T(1207)**

- **Audit Firm Recommendation:**

Mr. Wursta, Audit Committee Chair, reported that the Audit Committee interviewed and reviewed proposals from three auditing firms. The Audit Committee recommended that Bakertilly be selected to receive the contract and the full Board concurred with that recommendation. Mr. Eisenhart questioned whether all the stipulations agreed by the Board of Trustees in Executive Session were referenced and incorporated into this motion. Mr. Wursta stated that all noted stipulations would be implemented with the engagement of the auditing firm for the term noted and were incorporated into the intent of this motion.

Upon motion by Mr. Wursta and second by Mr. Maeglin, the Board of Trustees approved a contract for independent auditing services with Baker Tilly LLP for three years FY2021 at \$83,600, FY2022 at \$85,270 and FY2023 at \$86,930 with a one year option for FY 2024. In addition, the Board of Trustees will continue to engage with Bakertilly over the contract term to ensure appropriate management oversight.

PUBLIC COMMENT

No public comment was received today.

ELECTION OF OFFICERS

Mr. Breidinger recognized Ms. Mignoni-Ferguson, Governance Committee chair.

Ms. Mignoni-Ferguson presented the proposed slate of Board officers for 2021-22 as recommended by the Governance Committee.

Chair	David Breidinger
Vice-Chair	Carol Shelly
Secretary	Carol Mignoni-Ferguson
Assistant Secretary	Linda Mannherz
Executive Committee	Dr. Broadus Davis

Mr. Breidinger called for any nominations from the floor. There being none, Mr. Breidinger called for a vote to close nominations which was seconded by Ms. Fineburg with all voting affirmatively.

Upon motion by Ms. Mignoni-Ferguson, seconded by Mr. Jennings, the Board of Trustees voted unanimously to elect the slate of officers as presented.

Mr. Breidinger thanked his fellow trustees for their confidence in him and stated that he is looking forward to another year working with them to advance the mission of the college and provide a high quality learning environment for our students.

Board of Trustees  
June 10, 2021

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BOARD COMMENT

There were no Board comments.

ADJOURN

Upon the motion to adjourn being duly made and seconded, the meeting was adjourned at 12:25 P.M. The next regularly scheduled meeting of the Board of Trustees will be held September 10, 2021 at 11:30 AM.

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Carol Mignoni Ferguson, Secretary