



## BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Lower Bucks Campus

Date: March 14, 2013  
Time: 1:30 P.M.

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### PRESENT:

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

Frederick Gudknecht  
Otto Grupp III  
Carol Mignoni-Ferguson  
Garney Morris  
Jeffrey Garton, Esq.  
Dr. Stephanie Shanblatt

ABSENT: Elizabeth A. Graver, Madeline Kemper, Bernard O'Neill, Thomas Skiffington

Mr. Eisenhart called the meeting to order at 1:50 PM. Mr. Eisenhart announced that earlier in the day the Board of Trustees met in executive session.

Upon motion by Mr. Dancy, seconded by Dr. Breitenfeld, the minutes of the February meeting were approved; Mr. Fazzalore and Ms. Fineburg abstained.

### CHAIR'S REPORT

Mr. Eisenhart introduced Mr. Phil Wursta, President of the Bucks County Community College Foundation. Mr. Wursta reported that at its last meeting the Foundation Board approved a new strategic plan which will encourage a close working relationship between the College and the Foundation. Mr. Wursta also announced that the Foundation voted to establish a new endowment fund with the \$500,000 estate gift; the interest from the endowment will be used to fund critical College projects.

### PRESIDENT'S REPORT

The President began her report by sharing the great news that the Centurion student newspaper recently collected twelve awards in a variety of categories ranging from general news to graphic illustration. Six of the awards were for first place in the journalism competition for Pennsylvania community colleges.

Next Dr. Shanblatt reported that the Admissions Department is sponsoring a unique event on March 19 where a panel of alumni will share their Bucks experiences with adults considering a

return to college. This event will allow adults considering college to hear from those who have had success reaching new professional goals through Bucks and acknowledges our commitment to student success for this unique group of students.

Congratulations go out to the Physical Plant department for coordinating our participation in *Recyclemania*, a national collegiate recycling competition. On February 15 Bucks County Community College, with a recycling rate of 77.86%, was ranked first among the 119 colleges participating. President Shanblatt also congratulated the Upper Bucks Campus which was recently recognized by the Penny Power publication as the Reader's Choice Award winner for 2013 in the categories of Best College and Best Adult Education.

Dr. Shanblatt extended thanks to members of the ITS staff and other staff members who contributed to the recent SQL conversion which was completed late in February. The ITS team is using this opportunity to examine work processes in which immediate improvements can be made as well identifying those that will require more in-depth analysis and work. As part of a unified communications strategy, a new fax server is being configured this week. It will allow for centralized fax services, thus saving time and money through the retirement of stand-alone fax machines.

Finally, Dr. Shanblatt expressed appreciation to donor who anonymously designated an estate gift of \$500,000 to the College and acknowledged the careful consideration given by Foundation leadership to the use of these funds.

#### PUBLIC COMMENT

There was no public comment.

#### BOARD COMMITTEES

##### STUDENT & COMMUNITY RELATIONS COMMITTEE – Elizabeth Graver, Chair

There was no committee report this month.

##### ACADEMIC AFFAIRS COMMITTEE – James M. Dancy, Chair

Provost Annette Conn reported on the recently completed program audits which resulted in the recommendations presented to the Board of Trustees. Program audits are legislatively mandated and must be performed every five years. The academic departments use a standardized template to analyze and present the data which includes learning goals, assessment results, enrollment trends, transfer and employment statistics. The audits provide an opportunity to examine the health and viability of programs and to pursue continuous improvement initiatives.

**Upon motion by Mr. Dancy, seconded by Ms. Fineburg, the Board of Trustees took the actions :**

**Approved the curricula for five years:**

Cinema/Video Production/Transfer Program #1181  
Music/Transfer Program #1019  
Business Administration/Transfer Program #1009  
Occupational Studies/Occupational Program #2068  
Phlebotomy/Certificate Program #3166  
Nursing/Occupational Program #2035  
Journalism/Transfer Program #1045  
Liberal Arts: General Emphasis/Transfer Program #1002  
Mathematics/Transfer Program #1006  
Pre-Allied Health/Transfer Program #1105  
Secondary Education Biology/Transfer Program #1169  
Secondary Education History/Transfer Program #1180

**Approved the curricula for two years:**

Liberal Arts: Social Science Emphasis/Transfer Program #1059  
Social Services/Transfer Program #1130

**Approved for deactivation:**

Secondary Education Chemistry/Transfer Program #1170

**STRATEGIC PLANNING, MARKETING & ASSESSMENT – J. Peter Dominick, Chair**

Vice President Barbara Yetman presented a report highlighting Spring 2013 enrollment trends. While credit enrollments were up 2.4% compared to budget, that figure represented a 2.6% overall decline from prior year. Despite this decline, the Spring 2013 class was the fifth largest in the last ten years and the credit decline we experienced was one of the lowest among the fourteen community colleges in Pennsylvania. Full time student enrollments held steady with some loss in part time seats taken. The greatest percentage declines were identified in the Early Employment 25-34 years and Career Changers 45+ years categories, suggesting that these reductions might be related to the improving economy. Other factors which may be impacting our enrollments include our four year competitors increasing heavily in advertising, opening new campuses and adding developmental courses. While overall retention was flat, analysis of retention for students who registered late for the semester was significantly lower than that for students who registered on time. This suggests that our elimination of late registration in Fall 2013 has the potential to improve our retention rate. In summary the recovering economy is a likely factor in the current enrollment trend and moving away from late registration may offer an improvement in retention.

FINANCE COMMITTEE – Dr. Frederick Breitenfeld, Chair

**Upon motion by Dr. Breitenfeld, seconded by Mr. Morris, the Board of Trustees approved the following:**

**Bid Awards**

- **Non-credit course brochures for 2012-13 to Indiana Printing, Inc. for \$95,064.**
- **Furniture for ITS department to Tri-R, Inc. for \$100,800.**

**Sole Source Contract**

- **Universal patient simulator (SIMMAN) to Laerdal Medical Corporation for \$100,730.**

**Other Actions**

- **Capital projects to be submitted to the Pennsylvania Department of Education to seek matching funds.**
- **Modification of retirement program for vice presidents of the College.**

Financial statements for the period ending February 2013 were provided for review.

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

There was no committee report this month.

BOARD COMMENTS

There were no board comments.

Upon the motion being duly made and seconded, the meeting was adjourned at 2:20 PM. The next regularly scheduled meeting of the Board of Trustees will be on April 11, 2013 at 1:30 PM on the Newtown Campus.

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Thomas Skiffington, Secretary