BUCKS COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  

Newtown Campus  
Tyler 142  

Date: March 10, 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  
Garney Morris  
Bernard O’Neill  
Thomas Skiffington  
Jeffrey Garton, Esq.  
Dr. James Linksz  

ABSENT: S. W. Calkins, Carol Mignoni-Ferguson, Otto Grupp III, Madeline Kemper  

The meeting was called to order at 1:35 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 Dr. Breitenfeld, seconded by Mr. Skiffington, the minutes of the February meeting were approved. Ms. Fineburg and Mr. Gudknecht abstained.  

STUDENT GOVERNMENT REPORT  

Joe Sawa, SGA President, reported that the Habitat for Humanity Club at UBC is planning for its annual trip over Spring Break. This year the students will be travelling to Lynchburg, Virginia. Other activities at the Perkasie campus include a dance sponsored by the Gay Straight Alliance. The LBC is enjoying some Phillies Madness today. Future events include an event on March 24 promoting fitness and an active lifestyle for our students as well as a fundraiser for the March of Dimes on March 29. An Open Mike night will be a new attraction on the Lower Bucks Campus on April 6. The event will provide a chance for talented students to do poetry readings, rap, sing and dance in a judgment free social environment that promotes creativity.  

March has been a busy month on the Newtown campus with a Veterans Meet & Greet on the 2nd, a blood drive on the 3rd, and a sexual education program on the 7th. Today the Improv Club
hosted a lunch hour show. Upcoming fun includes an all campus luncheon via Skype on the 24th, a PTK bake sale on April 5th and a glass arts student demo on April 6th.

PRESIDENT’S REPORT

Dr. Linskz reported that the College is currently in first place in the nationwide recycling contest, Recyclemania. Participation in the competition is being spearheaded by Terry Lowery and Mark Grisi in Physical Plant.

Staff of the student newspaper, the Centurion, received numerous awards at the statewide college journalism competition sponsored by the Pennsylvania Newspaper Foundation. Led by faculty advisor Tony Rogers, Bucks students earned 4 first place, 4 second place and 3 third place awards.

The College received a certificate of appreciation from the Red Cross for the performance provided by students in faculty Shelly Pentimal’s acting class. The students appeared at the 25th anniversary celebration and dramatized the causes and consequences of homelessness on individuals.

Bucks also collaborated with the Upper Bucks and Pennridge Chambers of Commerce, as well as with the County, in sponsoring a business seminar highlighting the value of exports in stimulating economic growth.

Finally, President Linksz reviewed the information in Governor Corbett’s recent budget message which has major impact on the Commonwealth funding of education. While the community colleges are slated for a funding decrease, the level of funding cuts to the state related universities and school districts is also significant. Staff is working now to determine the effect of the decreased state appropriation on College budget planning for fiscal year 2011-12. A Town Hall meeting is scheduled for Tuesday, March 22 to share available information on the subject with faculty and staff.

CHAIR’S REPORT

Mr. Dominick reported that the Board of Trustees was deferring action on the motion to set tuition and fee rates for the coming academic year. The Board will take more time to consider recent information contained in Governor Corbett’s budget message, along with financial planning data provided by College administration. The Trustees take very seriously their responsibility in this area and will convene a special public meeting prior to April 1 to address matters relating to tuition rates and labor relations.

FOUNDATION REPORT
Garney Morris, Trustee Liaison to the Foundation, presented the report. The VIP President’s Breakfast is scheduled for Thursday, March 17 in the Gallagher Room with 100 attendees expected. The annual Foundation Golf Outing is set for August 22 and Joseph Jingoli and Sons, Inc. has again pledged their support in the amount of $5,000.

An article authored by Arts staff member Fran Orlando about the Artmobile, the College’s children’s art museum on wheels, was featured in a recent edition of a publication of the National Council for Resource Development.

Finally, the Foundation will be hosting a Special Benefactor Reception at the Upper Bucks Campus on April 28 to honor those individuals who support the capital campaign which funded the expansion of the Perkasie campus.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

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

Mr. Skiffington chaired the meeting in Ms. Mignoni-Ferguson’s absence.

Barbara Yetman, Vice President Student Affairs, introduced John Borkowski, Director of the Campus Information Contact Center. The new Contact Center will debut in the coming months and will serve as the first point of contact for many callers to the College. Initially Contact Center staff will answer three telephone numbers which received the most information requests. These are the main College line, Student Services and Financial Aid. The goal of this new service is to efficiently provide information for callers while offering a high level of customer service. The Center will be manned by three Business Information Representatives (BIR) drawn from the current staff in Student Affairs.

ACADEMIC AFFAIRS COMMITTEE – Dr. Frederick Breitenfeld, Chair

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

Five Year Approval
Accounting and Taxation Certificate Program #3176
Medical Coding/Billing Certificate Program #3174
Historic Preservation Certificate Program #3127

Three Year Approval
Computer Hardware Installation and Maintenance Certificate Program #3162
Vice President Barbara Yetman reviewed the highlights of the third week enrollment report. Overall FTE enrollment declined 6.1% when compared to Spring 2010. Greatest declines were seen in new students and full time enrollments. Some factors which may be impacting these findings are downward trend for high school graduation rates, conclusion of the free tuition program for unemployed workers, and changes in student status requirements following the activation of some provisions of the new healthcare legislation. Staff is working to address declines by increasing outreach efforts to targeted high school populations and businesses. Attention is also being directed to improving retention through the work of a Retention Task Force which will identify ways to increase the already strong retention rate.

FINANCE COMMITTEE – James M. Dancy, Chair

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

- **Lower Bucks County Public Safety Training Center Construction Project:**
  - General contractor to Twining Construction, Inc. for $999,661
  - Electrical contractor to Dayspring Electric, Inc. for $360,760
  - Mechanical contractor to Gaudelli Brothers, Inc. for $296,200
  - Plumbing contractor to TMI Commercial, Inc. for $154,270
- **Summer 2011 all county non-credit course brochures to Engle Printing, Inc. for $29,135.**
- **Vehicle replacements (2 Ford Fusions) to Fred Beans Ford, Inc. at $1,011 per month for a total of $36,403 over 36 months.**

Upon motion by Mr. Dancy, seconded by Dr. Breitenfeld, the Board of Trustees approved a contract for Adobe Software License Maintenance Contract to Logisoft, Inc. for $47,361.

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

- **Chemistry laboratory equipment to Microlab, Inc. for $16,698.**
- **Higher Education Technical Skills Software Maintenance Contract Renewal to Atomic Learning Technology for $10,688.**
- **Physics Laboratory Equipment to PASCO, Inc. for $11,466.**

Upon motion by Mr. Dancy, seconded by Ms. Fineburg, the Board of Trustees approved Change Order #1 for architectural and design services for the planned renovation and enclosure of the Commons Area to KCBA Architects, Inc. in the amount of $132,000.
Financial statements through February 28, 2011 were provided as an information item.

**HUMAN RESOURCES COMMITTEE**—Elizabeth Fineburg

Tracey Donaldson, Executive Director, Human Resources, reviewed the highlights of two information reports on employee health benefits programs offered by the College. As part of this effort flu shots and mammograms were offered on campus as well as free retirement planning seminars.

The College staffing report was provided as an information item.

**BOARD COMMENTS**

There were no 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 April 14 at 1:30 PM on the Upper Bucks Campus.

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James Dancy, Secretary
SPECIAL BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: March 31, 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
Carol Mignoni-Ferguson
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Dr. James Linksz

ABSENT: S. W. Calkins, Madeline Kemper, Thomas Skiffington

The meeting was called to order at 1:40 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.

PUBLIC COMMENT

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BOARD COMMITTEES

FINANCE COMMITTEE – James M. Dancy, Chair

Upon motion by Mr. Dancy, seconded by Ms. Graver, the Board of Trustees approved a tuition increase of $6 per credit and a technology fee increase of $4 per credit effective beginning Fall semester 2011.

Mr. Dominick noted that the Board took this action only after a thorough and exhaustive review of the comprehensive financial planning data provided by administration. While not enjoyable, the increase was necessary from a business perspective to maintain the quality programming which the community expects. Mr. Dominick reiterated his comments of the March 10 meeting in which he stated the Board has traditionally taken tuition and fee increases very seriously and always includes in their decision making a review of the increase impact on the student body. This increase is due in large part to the elimination of the $24 million federal stimulus funding from the state community college budgets for FY 2011-12 which created a $2 million revenue-
expense shortfall for the College. Dr. Linksz remarked that the loss of the federal stimulus dollars alone required an $8 tuition increase to close the resulting gap without including cost increases for any category of College expense. Dr. Linksz closed by saying that while tuition is rising at Bucks, the differential tuition gap between community colleges and regional four year institutions is widening. Taken in context, a community college education remains the most cost effective way to complete the first two years of study.

BOARD COMMENTS

There were no comments from the Board.

Upon the motion being duly made and seconded, the meeting was adjourned at 1:50 PM.

The next regularly scheduled meeting of the Board of Trustees will be on April 14 at 1:30 PM on the Upper Bucks Campus.

____________________________________________________James Dancy, Secretary