



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: December 11, 2014
Time: 1:30 P.M.

PRESENT:

James Dancy, Presiding
Dr. Frederick Breitenfeld, Jr
Blake Eisenhart
Frank Fazzalore
Elizabeth Fineburg

Frederick Gudknecht
William Maeglin
Garney Morris
Jeffrey Garton, Esq.
Dr. Stephanie Shanblatt

ABSENT: S. W. Calkins, Frank Farry, Elizabeth Graver, Otto Grupp III, Carol Mignoni-Ferguson, Carol Shelly, Thomas Skiffington

Mr. Dancy called the meeting to order at 1:35 PM and 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 Dr. Breitenfeld, seconded by Mr. Fazzalore, the minutes of the November meeting were approved.

CHAIR'S REPORT

There was no report from the Chair.

PRESIDENT'S REPORT

The President reported on the biannual Student Research Conference held on Friday December 5 when almost 200 students representing several academic disciplines presented their semester long research in the same manner as graduate students and research scholars. The conference, sponsored by the Language & Literature Department, is open to all students and features presentations followed by panel discussions. Thanks to the faculty members who planned this event, Charlie Groth and Sarahlyn Bruck, as well as those who assisted by moderating panels.

Dr. Shanblatt noted that the academic departments are continuing their community outreach. During November the Math area hosted the administration of the American Math Competition

test to 8th graders and also hosted a Tech Girls middle school workshop that was featured in the Courier Times. The Business Studies department launched their Business Speaker and Networking Series which featured nine events during the semester and brought numerous business professionals to our campuses to interact with students.

President Shanblatt acknowledged the work of Wellness Coordinator Tina Permar and faculty members Kelly Jones and Marianne Kepler in planning a *Holiday Hold'em* program to help employees cope with the distractions and temptations of the holiday season. This offering is a component of our newly launched wellness initiative and helps participants focus on fitness, nutrition and mindfulness through using motivators and providing new ideas to consider.

The President congratulated the faculty and students of our Culinary program on the sumptuous buffet offered to faculty and staff to celebrate the holiday season. Special thanks to Chefs Arrowood, Angeline and Salemno for continuing this Bucks holiday tradition. Thanks also to Professor Shelly Reed and the Madrigal Singers for lending their voices as backdrop for the festivities.

Dr. Shanblatt noted that as part of our 50th anniversary celebration the campus came together to donate the equivalent of 6795 cans/\$ to the food pantry of the Bucks County Opportunity Council. The winner of the departmental competition was the Associate Degree Nursing department, followed closely by Tyler Hall and Social & Behavioral Science. Thanks to all who contributed to this activity which helps fight hunger in the county.

President Shanblatt remarked that she had the pleasure of attending the Fall Athletic Banquet this week. Numerous student athletes were in attendance at this event which recognizes student athletes who represent the college on the field of play while maintaining a challenging academic schedule. Congratulations to all and good luck to those athletes who are transferring to continue their education at a four year school.

In conclusion Dr. Shanblatt shared a recent edition of *American Woodturner* featuring an article on faculty member Mark Sfirri's work in creating the wood/metal sculpture which was commissioned as part of our 50th anniversary celebration.

PUBLIC COMMENT

There was no public comment.

COMMITTEE REPORTS

ACADEMIC, STUDENT & TECHNOLOGY COMMITTEE - Thomas Skiffington, Chair

In Mr. Skiffington's absence Mr. Gudknecht chaired the meeting and introduced Vice President Yetman. Ms. Yetman turned the program over to students Brad Abrams and Matt Hoffer to present the Student Government Association (SGA) report. The report highlighted three SGA goals. These include developing a Bucks Reward incentive program that rewards academic achievement or club involvement with a Café discount. Another initiative is to provide more convenience in student printing by adding printers in key campus locations. Improving communication with the student body has also been addressed by developing a targeted website and a poster publicity campaign. SGA conducted a successful community service project for A Women's Place and sponsored two successful social events. The group looks forward to next semester where planned events include a fund-raising talent show and the annual Spring Fling.

Next, Vice President Andrew Lawlor presented a report on recent Information Technology initiatives. A major innovation is the implementation of a portfolio management process which guides the collection of major IT projects from the concept phase through completion. The department completed numerous projects including hardware upgrades and launch of two new software modules in student planning and student finance. Other accomplishments were upgrades in the firewall and wireless areas as well as providing assistance in launching a photo ID card system for new students. Staff work resulted in increased efficiency through process automation and process work-flow improvement in Human Resources, Financial Aid and Testing. A new mobile application for students is current undergoing a soft launch and promises to increase ease of access for students to college systems.

FINANCE COMMITTEE – William Maeglin, Chair

Vice President Dennis Matthews presented a brief financial review of fiscal year 2014. The college achieved its goal of a balance budget for the year which demonstrated fiscal viability and responsible financial management. During the year, revenues received from the State and County were flat when compared to the previous year. Student tuition and fees increased 2.1% (\$708,000) and expenses decreased .5% (\$398,000) during the same time period. When comparing key financial indicator ratios to those of our peer institutions, those for the college are generally lower but the difference is not a significant one.

AUDIT COMMITTEE – James M. Dancy, Chair

Mr. Dancy noted that the report for fiscal year 2014 received from the independent auditors was unmodified, indicating a "clean" opinion or no outstanding issues.

Upon motion by Mr. Dancy and second by Mr. Morris, the Board of Trustees accepted the annual Audit Report for the College for 2013-2014 as presented by Baker Tilly Virchow Krause, LLP.

FINANCE COMMITTEE – William D. Maeglin, Chair

Upon motion by Mr. Maeglin, seconded by Dr. Breitenfeld, the Board of Trustees approved the purchase of a pick-up truck for use at the Upper Bucks Campus, for \$40,169.40 over 60 months, from the Fred Beans Group, Doylestown, PA.

Upon motion by Mr. Maeglin, seconded by Dr. Breitenfeld, the Board of Trustees approved the labor agreement with Local 835 International Operating Engineers for a 6 year term from January 2, 2014 to December 31, 2019.

Financial statements for the period ending November 2014 were provided for review.

BOARD COMMENTS

Mr. Dancy wished everyone a happy and safe holiday and commented that the Board looks forward to working together in 2015.

ADJOURN

Upon the motion being duly made and seconded, the meeting was adjourned at 2:15 PM. The next regularly scheduled meeting of the Board of Trustees will be on January 8, 2015 at 1:30 PM on the Newtown Campus.

Dr. Frederick Breitenfeld Jr., Secretary