



BUCKS COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING

Newtown Campus
Tyler 142

Date: June 12, 2014
Time: 1:30 P.M.

PRESENT:

Blake Eisenhart, Presiding
Dr. Frederick Breitenfeld, Jr
James Dancy
Frank Fazzalore
Elizabeth Fineburg
Otto Grupp III
Frederick Gudknecht

William Maeglin
Carol Mignoni-Ferguson
Garney Morris
Thomas Skiffington
Jeffrey Garton, Esq.
Dr. Stephanie Shanblatt

ABSENT: S. W. Calkins, Frank Farry, Elizabeth Graver

Mr. Eisenhart called the meeting to order at 1:30 PM. Mr. Eisenhart 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 Mr. Fazzalore, the minutes of the May meeting were approved.

CHAIR'S REPORT

Mr. Eisenhart introduced Carol A. Shelly, the newest trustee appointed by the Bucks County Board of Commissioners. After graduation from Gettysburg College and Widener University School of Law, Carol began her legal career as a public defender in Bucks County and has spent the majority of her professional life in private practice where she concentrates on plaintiff personal injury litigation. Among her numerous professional activities, Carol is a past president of the PA Bar Institute as well as the Charitable Foundation of the Bucks County Bar Association. Carol lectures for the PA Bar Institute and the Pennsylvania Trial Lawyers Association. Carol has served the community through her board membership with the Doylestown Township Parks & Recreation Board, a Woman's Place and Family Service Association.

Next, Mr. Eisenhart thanked Dean Catherine McElroy for her dedicated and excellent service as Interim Provost during the past academic year.

Mr. Eisenhart also acknowledged the exemplary service of Vice President Barbara Miller who will retire in August after 39 years of service. Under the leadership of Ms. Miller the college has become a leader in workforce development, public safety training and allied health career preparation as well a source of engaging avocation program for both adults and youths. Her community involvement and service on many boards is also deeply appreciated.

Upon motion by Mr. Dancy, seconded by Dr. Breitenfeld, the Board of Trustees authorized the Executive Committee to act on behalf of the Board of Trustees regarding contractual matters, excepting those outlined in the Bylaws (Article IV-I), during the summer months of 2014. Further, that such action shall result in mail notification to all Trustees in advance of any such Executive Committee action.

PRESIDENT'S REPORT

Dr. Shanblatt extended thanks to Professor Greg Luce and his team for planning and executing another successful Faculty of the Future event. The annual conference focuses on teaching and learning brings college faculty from the region to our campus for a day of interactive professional education.

President Shanblatt recalled that June 6 brought beautiful weather for our annual garden party which featured hot air balloon rides and lots of great food. Thanks to all who joined us as guests, the restaurants and wineries who partnered with us and also our generous event sponsors. We are especially appreciative of the efforts of Tobi Bruhn and the Foundation staff, as well as the members of the planning committee, without whom this event would not be possible.

The President acknowledged two students, Ryan Skierski and Dominic Foti, both of whom qualified for the NJCCA national tournament in Chautauqua, NY. Congratulations to both golfers for their outstanding play during the season and at the tournament; Foti finished 28 and Skierski 52 in the 101 golfer field. Coach Scott Bradshaw noted that it was a great tournament with the best community college golfers in the country and the Bucks golfers represented the region and the college well.

Next Dr. Shanblatt recognized the accomplishments of staff members. The public safety training staff were recognized by the Kirtland AFB publication for their work in providing on base training to certify twelve firefighters in both vehicle extractions and confined-space rescue operations. John Mathews' sculpture "Vortex" won an award at the Lehigh Art Alliance's 79th annual Spring Juried Exhibition at Muhlenburg College in Allentown, PA.

President Shanblatt thanked the Rotary Club of Bristol for awarding scholarships to four students for the fall semester; the scholarships allow each student to enroll for 15 credits. If the students attain GPA of 2.8 or higher in the fall, each will be eligible to receive a 2nd scholarship for their spring 2015 courses. Lower Bucks Campus Executive Director Jim Sell serves as Rotary Club President and trustees Otto Grupp and Garney Morris are [members](#).

President Shanblatt shared news of upcoming events on campus including: June 19 - GED graduation at LBC, June 23 - Kids on Campus begins and July 2 - LPN graduation at the Newtown Campus.

Dr. Shanblatt shared the first promotional piece, the Fall registration postcard mailer, for our new *Think Smart* marketing campaign.

Interim Provost Catherine McElroy introduced Tracey Timby as the new Associate Academic Dean in the Business Studies department.

The President introduced Professor John Strauss, President of the Faculty Federation, who presented a report on the faculty union activities for the academic year. Faculty members Denise May and Charles Beem worked with student members of the Phi Theta Kappa honorary society to begin a peer mentoring program for students in developmental courses. Sustainability was a project championed by faculty member Marianne Kepler, who along with Jim Sell, presented at the University of Maryland Sustainability Conference. The Sustainability Team also sponsored Climate Reality presentations by staff member Steve Bacher and advocated for the purchase of water stations for refillable bottles on the Newtown campus. Union members also combined with students to participate in Community College Lobby Day in Harrisburg. Professor Strauss concluded by reporting that the Federation is organizing a conference focusing on student success which will include public outreach and engage attendees from a broad societal perspective.

PUBLIC COMMENT

There was no public comment.

BOARD COMMITTEES

STUDENT & COMMUNITY RELATIONS COMMITTEE – Elizabeth Graver, Chair

There was no report this month.

ACADEMIC AFFAIRS COMMITTEE – James M. Dancy, Chair

Interim Provost Catherine McElroy presented the curriculum report for the 2014-15 academic year. At the completion of the program of study audits eighteen programs were recommended for five year renewal and two programs were recommended for deactivation. Other work completed during the year included a major revision of the general education core and the addition of two

new transfer programs of study in liberal arts history and photography. As a result of the curricular review process the program in liberal arts American studies was deactivated.

Upon motion by Mr. Eisenhart, seconded by Mr. Grupp, the Board of Trustees approved the following curricular actions:

- **Degree programs renewed for five years – fine arts, accounting, chef apprentice food emphasis, chef apprentice pastry emphasis, marketing/management general emphasis, marketing/management retail management emphasis, management/marketing small business management, travel and event planning, computer and information science computer science emphasis, computer networking technology, liberal arts psychology pre-professional emphasis, liberal arts psychology interpersonal emphasis and education paraprofessional instructional assistant.**
- **Certificate programs renewed for five years – culinary and pastry catering arts, office skills accelerated, travel and event planning, computer hardware and installation maintenance and computer networking technology.**
- **Programs deactivated – computer forensics certificate, digital game and simulation design degree and liberal arts American studies degree.**
- **Programs added – liberal arts history transfer and photography transfer.**

STRATEGIC PLANNING, MARKETING & ASSESSMENT – Mr. Blake Eisenhart, Chair

Vice President Barbara Yetman presented a report on the Career and Transfer interdivisional mission review. Participants reviewed transfer schools rates as well as survey data indicative of student opinions regarding services provided by the transfer office. For career services, areas examined included employment, licensure and certification pass rates and career office satisfaction survey data. Among the significant next steps described were increasing utilization of both career and transfer services and streamlining the graduate survey to increase response rates.

FINANCE COMMITTEE – Dr. Frederick Breitenfeld, Chair

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

Bid Awards

- **Duplicating paper contract for 2014-15 with Contract Paper Group, Inc. for \$2,317 per ream.**
- **Credit course postcard printer for spring, summer and fall semesters of 2015 with Engle Printing, Inc. for a total of \$33,765.**
- **Network firewall equipment to Ally/Heavy Water, Inc. for \$64,250.**
- **Network switch equipment upgrade to PhillyCom, Inc. for \$77,258.**

Other Contracts

- **Property and liability insurance award for 2014-15 to Paist & Noe, Inc. for \$906,039.**
- **Contract extension for Canvas learning management system to Instructure, Inc. for \$125,076 for year 4 and \$128,713 for year 5.**
- **Automatic door maintenance contract to Advanced Door Services, Inc. for \$100,467 for five years.**
- **Chiller maintenance contract to Johnson Controls, Inc. for \$146,529 for five years.**
- **Elevator maintenance contract to Thyssen Krupp, Inc. for \$149,116 for five years.**
- **Rollins Center dishwasher renovations to CM3 Building Solutions, Inc. for \$106,455.**

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

HUMAN RESOURCES COMMITTEE—Elizabeth Fineburg

Upon motion by Ms. Fineburg, seconded by Ms. Graver, the Board of Trustees approved employee benefit plan annual premium renewals and policy actions as follows:

- **Medical insurance premiums to Independence Blue Cross for \$8,120,167.**
- **Dental insurance premiums to Metropolitan Dental Life for \$317,057.**
- **Dental insurance premiums to Dental Services Organization, Inc. for \$132,871.**
- **Basic term life insurance premiums to Aetna Life Insurance Company for \$103,645.**
- **Long term disability insurance premiums to Assurant Employee Benefits for \$101,217.**
- **New policies: Service Continuity – Bridging, Children on Campus and Working from Home.**
- **Revised policies: Clean Air Zone, Tuition Waiver and RVIP.**

BOARD COMMENTS

Mr. Eisenhart called upon Ms. Mignoni-Ferguson, Nominating Committee Chair, to present the slate of officers for 2014-15.

Ms. Mignoni-Ferguson presented the slate of officers: James Dancy-Chair, Thomas Skiffington-Vice Chair, Dr. Frederick Breitenfeld-Secretary, William Maeglin-Assistant Secretary and Betsy Fineburg-Executive Committee.

Mr. Eisenhart called for any nominations from the floor. There being none, Mr. Eisenhart called for a motion to close nominations. Dr. Breitenfeld so moved.

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

Mr. Eisenhart turned the gavel over to Mr. Dancy who acknowledged the leadership of Mr. Eisenhart. Dr. Shanblatt also commended Mr. Eisenhart for his service and efforts to advance the mission of the college.

Upon the motion being duly made and seconded, the meeting was adjourned at 2:45 PM. The next regularly scheduled meeting of the Board of Trustees will be on September 11, 2014 at 1:30 PM on the Newtown Campus.

Dr. Frederick Breitenfeld Jr., Secretary